User Manual

Grades2Go™ Desktop
Teacher's Data and Communications Manager

Version 1.1.XXX

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Grades2Go™ Desktop

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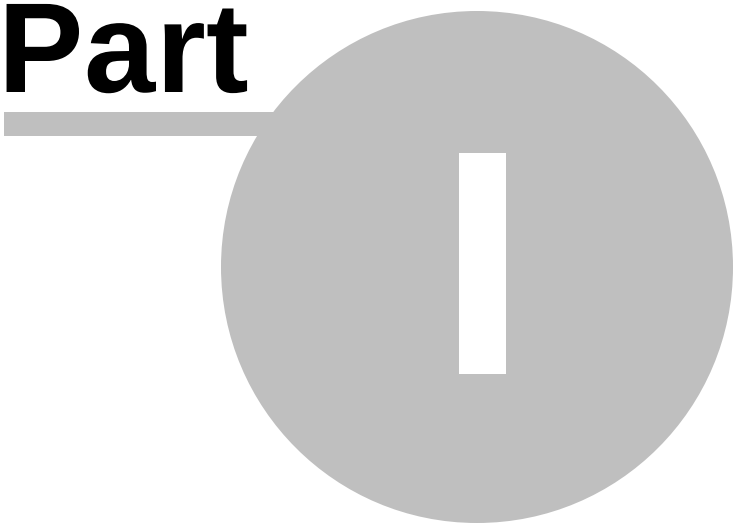
Welcome to Grades2Go™ Desktop



1 Welcome to Grades2Go™ Desktop

April 2012

Thank you for your interest in Grades2Go™ Desktop for Windows, the flagship module of our Grades2Go™ data platform.

Are you just browsing our online info? Then why not just download and install the application and give it a test run? It won't cost you a dime to use Grades2Go™ Desktop for as long as you want. A few features will be limited until you purchase a **Desktop Activation Code**, but you'll be able to fully explore all of its capabilities. If you've just downloaded and installed Grades2Go™, I think you'll be impressed by its features, versatility, and intuitive user interface.

After installation, Grades2Go™ Desktop starts in ***sandbox*** mode under the user name **Sample Teacher**. You have complete access to a set of fictitious data with which you can freely experiment. Before long, you'll want to leave the sandbox and add yourself as a user, so that you can building your own set of data. Our easy-to-use Wizards will take you through all the necessary steps of that process in a minimum of time.

After mastering Desktop, you'll want to take Grades2Go™ to its ultimate level by adding a smartphone or tablet. By installing our Grades2Go™ Mobile for Android app on your Android device and synchronizing with Desktop via Grades2Go™ Android Sync (USB connection), you'll have fingertip access to all your data 24/7, with no internet needed.

Let us know your experiences with Grades2Go™. Our User Forum is the best vehicle for this, but you can also email me directly with any concerns or comments. Your feedback will help us improve the Grades2Go™ platform in future versions.

Please take the time to read my ***White Paper for Teachers*** in the next section 15, or download it here. The teaching profession is under tremendous public pressure these days, and there are few tools available to help counter the new challenges. We hope that Grades2Go™ can help fill the void.

Sincerely,

Andris Vizulis
CEO, Mindspark Inc.

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Part II

2 White Paper for Teachers

30,000 Data Points and Counting

The Challenge

Have you noticed that of all the data management software applications out there, hardly any address a teacher's unique needs? Even the best ones are little more than simple gradebooks, adding few of the modern tools that could help improve job performance, build accountability, streamline communication, and organize your most important asset — the intellectual property you create each and every school year.

Your data and communications challenge as a teacher is huge, probably far bigger than for most other professions. Unfortunately, the size of the challenge is set to explode because of public demands to "improve education" and "make teachers more accountable." Estimating the homework and classroom attendance workload alone gives some eye-popping results:

Data Type	**Marks** per term per student	**Marks** per term per class of 20	**Marks** per term per 5 classes of 20	**Marks** per 4-term year
Homework	25	500	2500	10000
Attendance	45	900	4500	18000
Total	70	1400	7000	**28000**

The total number of data points you need to enter each year, even at the basic level, is almost **30,000**! If you add more data, like assigned/due dates for tasks and custom comments for grades and attendance, the number goes rapidly higher, and your workload soon increases beyond the reasonable. But amazingly, the question of of how best to handle this huge data problem, so crucial to the success of education, has hardly ever been addressed.

The Grades2Go™ Solution

Mindspark's Grades2Go™ Teacher's Database and Communications Manager addresses this data challenge by creating a database platform specifically for teachers. By tightly integrating all the necessary databases, it facilitates rapid entry of data (both desktop and mobile), effortless generation of customized PDF reports, and email-automated report distribution to students and their stakeholders, within just a few mouseclicks. And instead of a closed architecture that makes data files useable only within the application, Grades2Go™ utilizes standard Microsoft Access 2003 (desktop) and SQLite (mobile) databases that can be read and manipulated by literally hundreds of software programs, ensuring that the data remains ***yours***, and useful, forever.

Data Mobility

The Challenge

In today's age of smartphones and tablets, your mountain of data should be accessible 24/7. Ironically, the old-fashioned gradebook already made that possible, much better than some of the current solutions. Today's web-based gradekeeping systems seem to address it quite well, but they mostly

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serve the needs of administration rather than the teacher. Your data challenge is actually made worse because it is moved beyond your control. The type of information you can store is dictated by the service provider, and data can be difficult to retrieve, especially from prior years. In the worst case, if your school switches to another provider, or if the vendor goes out of business, your accumulated data can disappear completely.

And what if you want to grade papers at the beach, or in the car on the way to the beach? Unlike the old fashioned gradebook, you usually have to wait until you can sit in front of a computer. Even with a smartphone, web-based garding solutions are cumbersome. Teacher mobility just hasn't been a worthwhile issue for most service providers or school administrators.

The Grades2Go™ Solution

Grades2Go™ truly shines when you add an Android mobile device! Whether at the beach or in a car, Grades2Go™ Mobile for Android allows you to ***easily*** work with your data 24/7. New entries automatically appear on Grades2Go™ Desktop after you synchronize with a USB cable (via Grades2Go™ Android Sync).

Student Progress Journaling

The Challenge

Not long ago, a student's progress could be sufficiently documented by grades alone. One or two reports a term was the standard and was accepted by parents. Today, the picture has changed dramatically. Parents and administrators demand more frequent reporting and greater accountability. Grades have to be justified with solid evidence, and feedback to the student needs to be more immediate and detailed. The challenge demands better and easier ways to "journal" student progress.

The Grades2Go™ Solution

Both Grades2Go™ Desktop and Grades2Go™ Mobile for Android provide a simple way to maintain student progress journals. This function is in addition to individual grade/attendance commenting, which is equally simple. Grades2Go™ can also maintain separate journaling for students on individual education plans.

"Just-In-Time" Communications

The Challenge

We know that failing students can't be turned around unless warning signs are detected and communicated in a timely fashion. But this is easier said than done. It requires analysis of data, creating of reports with a clear message, and communication to necessary stakeholders (a student's Support Circle: student, parents/guardians, guidance), taking an inordinate amount of time and effort.

Web-based grading claims to solve the immediate feedback problem by allowing parents to see grades as soon as they are available. However, grades on the web can't substitute for a more detailed story of a student's classroom performance.

The Grades2Go™ Solution

Grades2Go™ Desktop can generate nicely formatted and customized student progress reports, attach them to custom email cover letters as PDFs, and distribute them electronically to student Support Circles, for an entire class at once — and all with just a few mouseclicks! Since more data is available than in web-based solutions, attached PDF reports can include crucial information like grade comments and student progress journal entries, in a format that's easy to print, review and save. Grades2Go™ takes most of the time and drudgery out of this enormous task, finally making more frequent "just-in-

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time" reporting a ***practicality***.

Building and Managing Intellectual Property

The Challenge

If you're like most teachers, you don't think of the tasks and assessments you create as your "intellectual property." You think of them as "just my job." But the results of your creativity are a huge part of your "value-added" as a teacher. You should treat them as personal assets, just like an author would treat his body of work.

Your tasks and assessments (intellectual property) should be well organized and managed so that they serve as an archive from which you can easily select current assignments, and to which you can easily add new entries. But how can you easily organize and track such an archive? Again, few if any software solutions exist.

The Grades2Go™ Solution

Whenever you create a new task on Grades2Go™ Desktop or Grades2Go™ Mobile for Android, it's automatically added to a special course archive. Each task can easily be associated with document; if none exists, it can be immediately created (Desktop only). Task masters and documents are automatically filed by course, and copies are made for the current course section and year.

When adding a new class assignment via Desktop or Mobile, you are presented with a list of existing tasks from the course archive.

Building Accountability and Effectiveness

The Challenge

As a teacher, you are now facing a tide of public criticism aimed at public education. Accountability and metrics are the new demands of parents and administrators. Media hype about "weeding out bad teachers" by looking at student performance, and increasing pressure for merit-based pay, can only heighten teacher anxiety. To counter the pressure and deflect criticism, teachers must be on top of their game by demonstrating continuous improvement in performance, effectiveness and accountability.

The Grades2Go™ Solution

Along with its efficient archiving, Grades2Go™ keeps aggregate data on grades achieved for individual tasks. This data can help inform the effectiveness of tasks and assessments over time, as well as aggregate changes in student performance.

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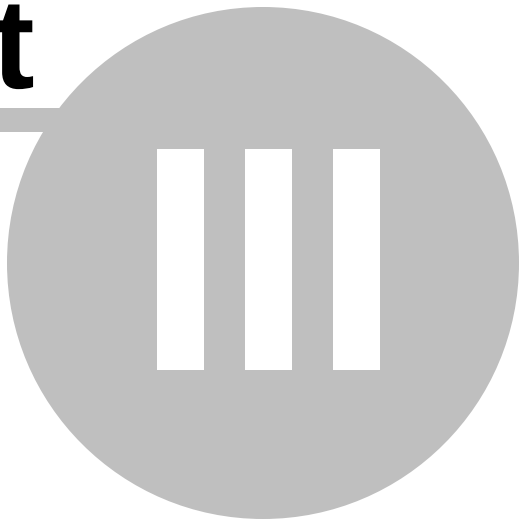
Basic Setup

Part



3 Basic Setup

This chapter covers the essentials for getting Grades2Go™ up-and-running as quickly as possible. There are three steps to the process:

- **Download and installation**, covered in Grades2Go™ Desktop Download and Installation 21
- **User setup**, covered in Adding Yourself as a User 26 and User Setup with the Wizard 29
- **School year setup**, covered in School Year Setup with the Wizard 34

Right after installation in the first step, we recommend that you spend some time in the **Sample Teacher Sandbox** (Exploring Main Features as Sample Teacher 24) and get a quick overall feeling for Grades2Go™ before you add yourself as a User and start adding your own data. This will make you aware of the fact that **Sample Teacher** is always available to you when you want to experiment or brush up on features that you haven't used for awhile, without risking changes to your own data.

So let's get started!

3.1 Grades2Go™ Desktop Download and Installation

Grades2Go™ Desktop is a free download and will work in a fully-functional but limited-features mode until a valid Activation Code is purchased. You will be limited in the number of Tasks you can add to a Section each Term, but you will otherwise be able to do almost everything else. Most important, you will be able to get started setting up your own data while doing a good evaluation of the product before deciding to make a purchase.

Grades2Go™ Desktop is capable of supporting multiple users, as long as each has a separate Activation Code for unrestricted operation. A user named **Sample Teacher**, teaching at **Anyplace High School**, has been pre-installed by Mindspark in order to give you an even better evaluation experience. Even after you are an experienced user with your own data, the **Sample Teacher Sandbox** gives you a safe zone where you can turn experiment with Grades2Go™ features at any time — without affecting your own valuable data.

Follow these easy steps to quickly get Grades2Go™ Desktop up and running on your desktop or notebook computer:

- If more than one person uses your computer and you have a unique Windows Login User Name, make sure you are logged into your own Windows account. If you don't ever log into a Windows account or don't understand what that is, just ignore this step.
- Go to http://mindsparkinc.com/products_store.htm and download the latest version of Grades2Go™ Desktop. Our downloads are in the form of self-executing files (.exe), so **Save** the file to a folder of your choosing or accept the usual default folder used by your browser. If prompted to **Save** or **Open**, choose **Save**.

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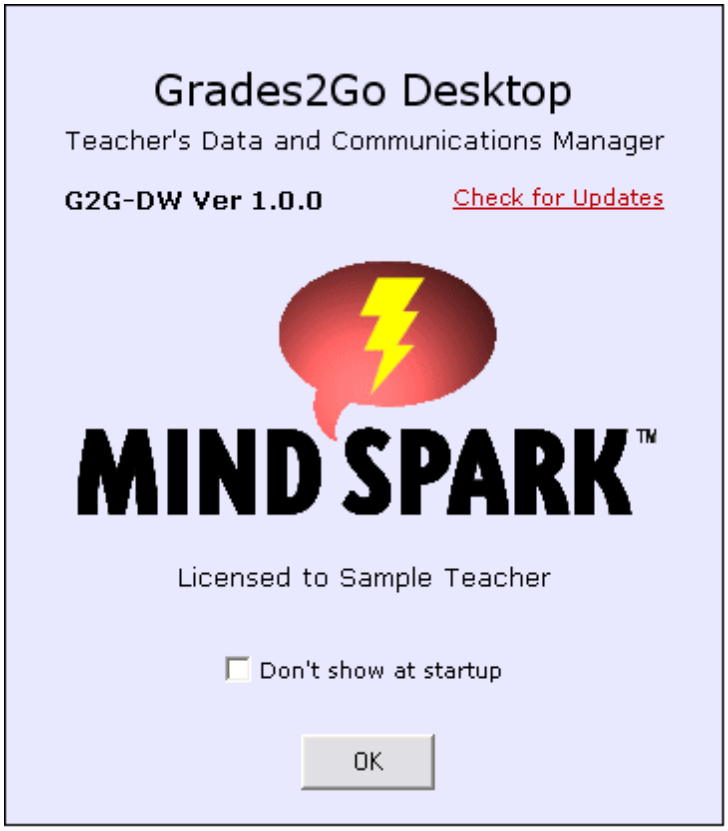
- ❑ After download is complete, find the file in the download folder and **Open** it (or double-click on the filename or icon) to begin the installation. You will be given the option to place a Grades2Go™ Desktop shortcut icon on your desktop. Enabling it will make it easy for you to start the program in the future.
- ❑ After installation is complete, double-click on the Grades2Go™ Desktop icon on your desktop. If there isn't one, open **Windows Explorer** and migrate to `C:\Program Files\Mindspark\Grades2Go\Desktop\DW`. In this folder, you'll find the main Grades2Go™ program file, `Grades2Go.exe`. You can easily create a desktop icon if you right-click on the file name and then select **Send To > Desktop**. Otherwise, double-click on the file name to start the program.
- ❑ During startup, the Grades2Go™ intro screen shows the name of the current licensee, which is **Sample Teacher** when first started. Note that if you have an internet connection, you can perform an online check for a newer version of Grades2Go™ from this intro screen. You can also prevent the intro from showing in the future by checking the box at the bottom. The intro screen is always accessible from **Help > About Grades2Go™ Desktop**, or it can also be enabled/disabled in **File > User Preferences.**



- ❑ Click **OK** on the intro screen to close it.
- ❑ **Welcome Tutorials** now open, leading you through a number of quick explanations of Grades2Go Desktop basics to get you up and running as quickly as possible. You can prevent these from showing at every startup by checking the box in the lower left; they can be re-enabled via **File > User Preferences.** We suggest that you work through these at least once to get a good overview of the program and the recommended setup sequences.

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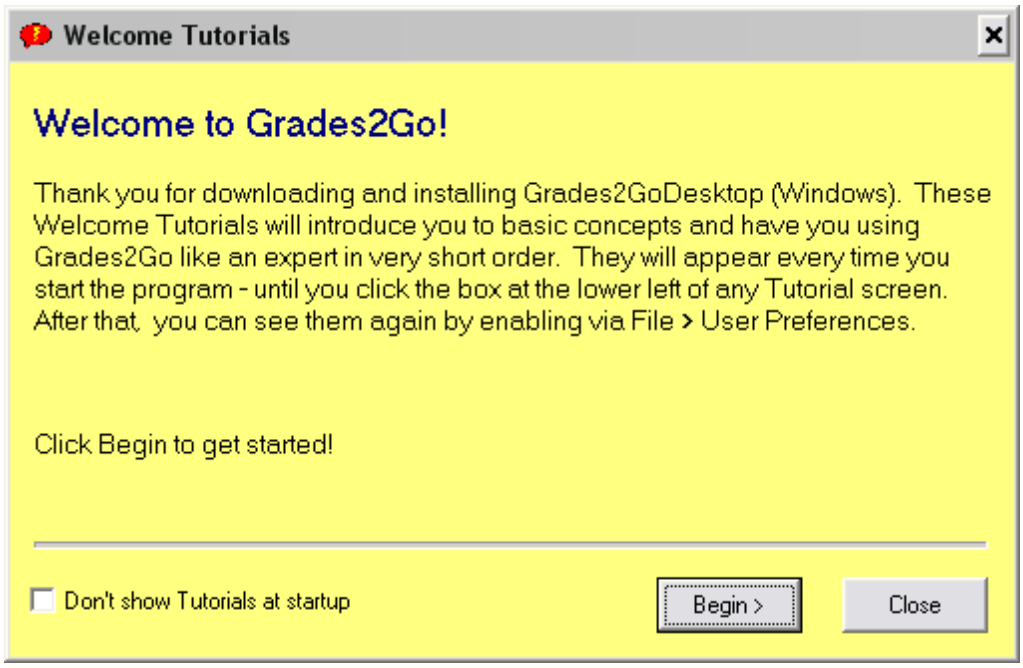
Welcome Tutorials
Welcome to Grades2Go!
Thank you for downloading and installing Grades2GoDesktop (Windows). These Welcome Tutorials will introduce you to basic concepts and have you using Grades2Go like an expert in very short order. They will appear every time you start the program - until you click the box at the lower left of any Tutorial screen. After that, you can see them again by enabling via File > User Preferences.
Click Begin to get started!
Don't show Tutorials at startup
Begin >
Close

Grades2Go™ Desktop is now ready to use!

3.2 ? | Help™ System Tutorial

Mindspark incorporates a more useful variant of the usual Windows Help system in its software products. ?Help™ incorporates the concept of a Help Mode, during which context-sensitive exploration of any number of controls on a window can occur. With a usual system, context-sensitive Help must be invoked one control at a time, which can be extremely tedious.

A simple tutorial for ?Help™ appears automatically upon the very first startup of Grades2Go™. After that, it is available upon clicking the **logo** 81 on the Intro screen, or in the Help section of the main menu. It is self-explanatory.

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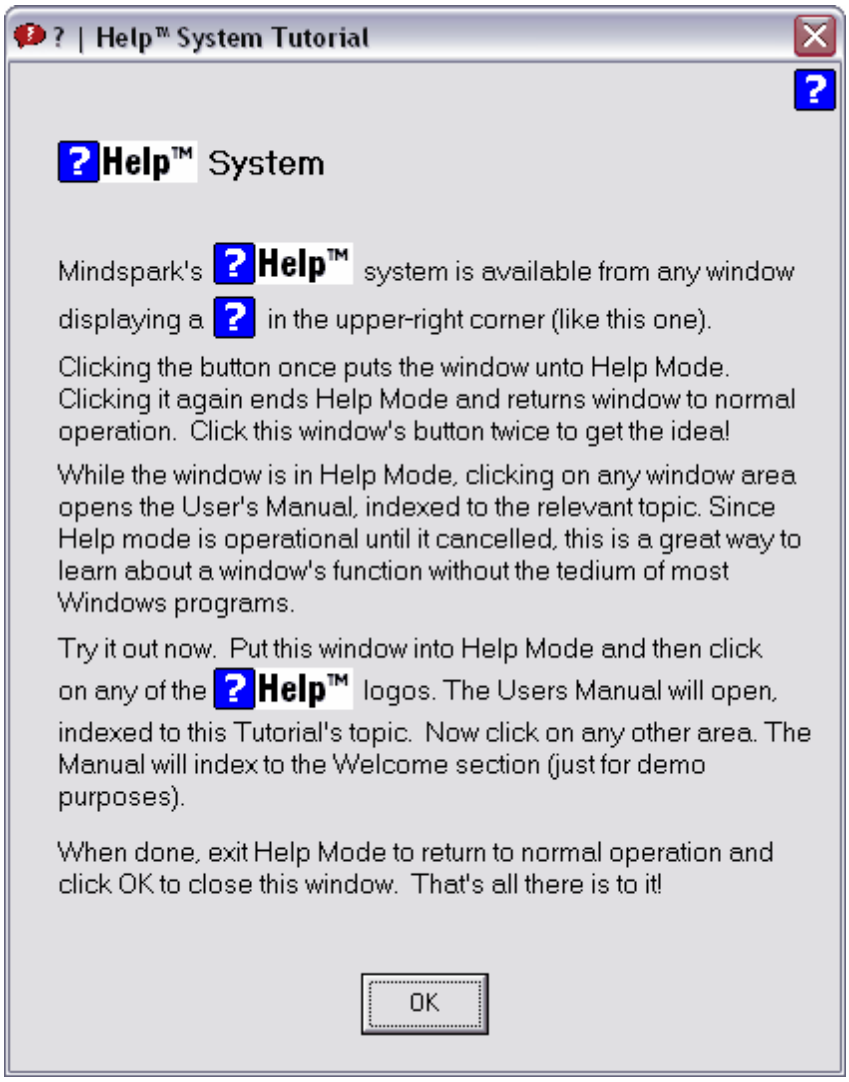
? | Help™ System Tutorial
Help™ System
Mindspark's Help™ system is available from any window displaying a ? in the upper-right corner (like this one).
Clicking the button once puts the window unto Help Mode. Clicking it again ends Help Mode and returns window to normal operation. Click this window's button twice to get the idea!
While the window is in Help Mode, clicking on any window area opens the User's Manual, indexed to the relevant topic. Since Help mode is operational until it cancelled, this is a great way to learn about a window's function without the tedium of most Windows programs.
Try it out now. Put this window into Help Mode and then click on any of the Help™ logos. The Users Manual will open, indexed to this Tutorial's topic. Now click on any other area. The Manual will index to the Welcome section (just for demo purposes).
When done, exit Help Mode to return to normal operation and click OK to close this window. That's all there is to it!
OK

3.3 Exploring Main Features as Sample Teacher

As explained in the previous section, data for **Sample Teacher** at **Anyplace High School** has been pre-installed on Grades2Go™ Desktop, with data for the 2009-2010 school year. The fist time you run the program, it starts as **Sample Teacher**, the only User. After you add yourself as a User, you will appear on the list at **File > Select User**. For now, just stay with **Sample User** to learn the main features of Grades2Go™.

The easiest way to get to know your new software is to just start clicking away at any and all commands! Don't worry — you can't do any damage to the program or your computer, so feel free to enter and edit data, and explore to your heart's content. Even after you set up your own data, feel free to return to your **Sample Teacher** *sandbox* at any time to experiment with new commands, reports, etc. This is easily done with **File > Select User > Sample Teacher**.

Grades2Go™ Desktop has been designed to be logically intuitive, so we hope you will have little need

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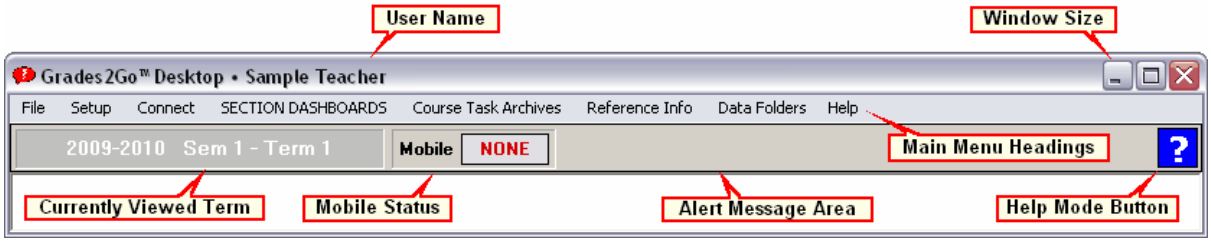
for this manual. However, let's look at the features on the main program screen to get you started. Complete details are available in the User Interface section.

Main Screenshot



Controls

Control	Function
User Name	identifies the currently selected User, along with a status message if the Activation Code is invalid or User Setup/Year Setup are in progress
Window Size	the standard Windows control buttons for sizing the form and closing the application
Currently Viewed Term	indicates the year/term that is the current Grades2Go™ default (**Setup > Default Year/Term** 98); when a **Section Dashboard** is selected, additional buttons appear enabling pervious/next term selection; if a viewed term isn't the default term, the panel has a red background
Mobile Status	when Grades2Go™ is used with a mobile device like a smartphone or a PDA, this panel shows device status; initially set to **NONE** (no device used); Clicking on **NONE** initiates setup of a supported mobile device, with various options for individual terms and classroom sections (see **Adding a Mobile Device** 369)
Help Mode Button	invokes Mindspark's Help™ system; see **Tutorial** 23
Alert Message Area	area reserved for important Grades2Go™ alerts, like those pertaining to pending or incomplete synchronization of a mobile device; also displays **Help Mode** message while active
Main Menu Headings	
File	commands pertaining to the program and the selected user in general
Setup	commands used whenever a setup change needs to be made to the default year/term, general school or teacher data, or a mobile device; **Wizards** are provided for easy **User Setup** 173 and **Year Setup** 177
Connect	commands for downloading/uploading school data and teacher section information from a school's server; ***not*** visible at initial program startup

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SECTION DASHBOARDS	course sections taught in the currently selected year, with sections not taught in a selected term shown in faded text; entry point to all section data
Course Task Archives	task archives for courses taught in the currently selected year
Reference Info	quick access to teacher, school and student info in read-only mode, eliminating the chance of accidental modification of data; this info also available via **Setup**, but with increased risk of affecting data
Data Folders	quick access to data folders (via **Windows Explorer**); folder structure automatically set up by Grades2Go™
Help	commands giving easy access to program-based and online help options; **Check for Updates** 230 ensures you have the latest version

Helpful popups ...

As you roam through Grades2Go™ Desktop's many commands, windows and controls, note that hovering over an area with your mouse will often pop up helpful information about that command or control.

Help Mode

You will see the **Help Mode** button appear on many forms, with similar operation everywhere. It indicates availability of Mindspark's unique Help™ system. If blue, a displayed form is in normal operation. If red, it is in **Help Mode** 23 until this button is clicked again — or the form is exited.

3.4 Adding Yourself as a User

Now that you've had a little time to explore the basics of Grades2Go™ Desktop, you're probably anxious to get started with your own data. Here's how.

- ❑ If you use a Windows login, ensure you are logged in.
- ❑ Click on **File > Add New User**, which brings up this form:

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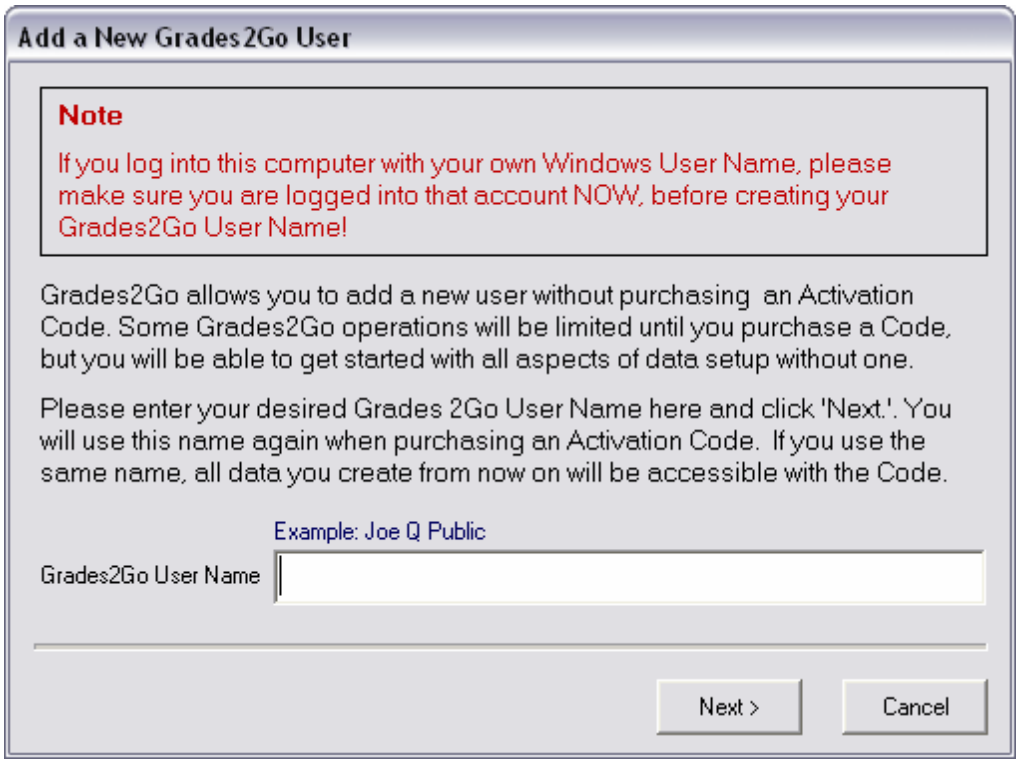
Add a New Grades2Go User
Note
If you log into this computer with your own Windows User Name, please make sure you are logged into that account NOW, before creating your Grades2Go User Name!
Grades2Go allows you to add a new user without purchasing an Activation Code. Some Grades2Go operations will be limited until you purchase a Code, but you will be able to get started with all aspects of data setup without one.
Please enter your desired Grades 2Go User Name here and click 'Next.'. You will use this name again when purchasing an Activation Code. If you use the same name, all data you create from now on will be accessible with the Code.
Example: Joe Q Public
Grades2Go User Name
Next >
Cancel

- Enter a User Name of your choice. It is recommended (but not essential) that you use your real name. Whatever name you choose, it should be used again when purchasing your Activation Code. The User Name is used to name certain data folders on your computer, so using the same name is essential in ensuring that data created now continues to be accessible once you install your purchased Code.
- Click on **Next >**. If the name already exists in the Grades2Go™ user list on your computer, you'll be prompted to change it. Otherwise, the next form will appear:

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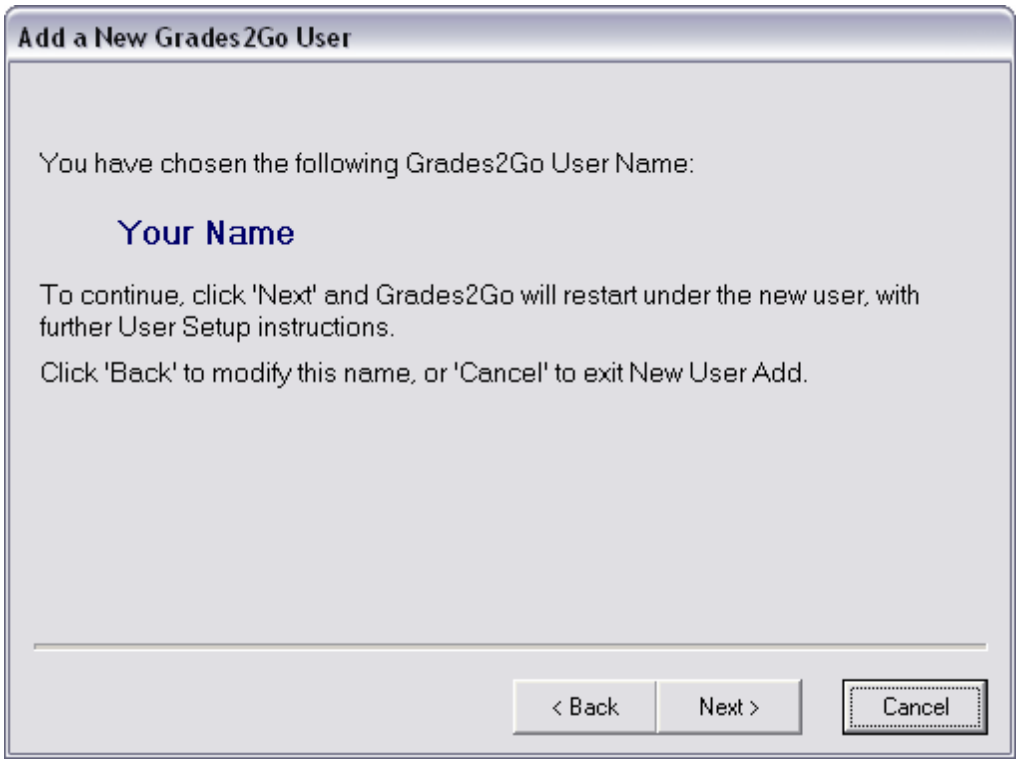
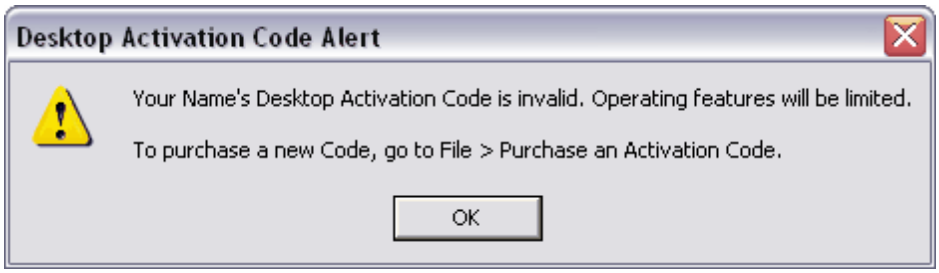
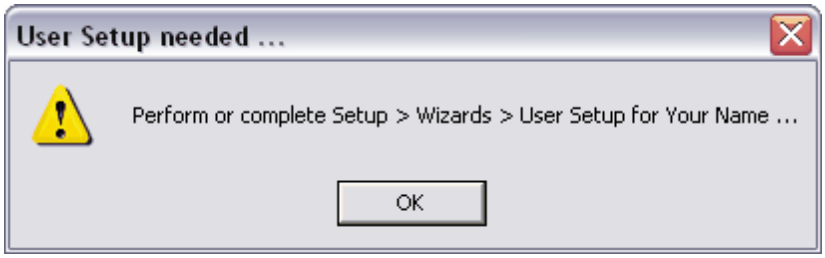

Add a New Grades2Go User
You have chosen the following Grades2Go User Name:
Your Name
To continue, click 'Next' and Grades2Go will restart under the new user, with further User Setup instructions.
Click 'Back' to modify this name, or 'Cancel' to exit New User Add.
< Back
Next >
Cancel

- To change the name, click **< Back**. Otherwise, click **Next >** to save this name as a new user.
- Grades2Go™ now automatically restarts, with **Your Name** as the current user. Since you don't yet have an Activation Code, you will see an alert similar to the following:


Desktop Activation Code Alert
Your Name's Desktop Activation Code is invalid. Operating features will be limited.
To purchase a new Code, go to File > Purchase an Activation Code.
OK

- Click **OK** to clear the alert. You will now see an alert about User Setup:



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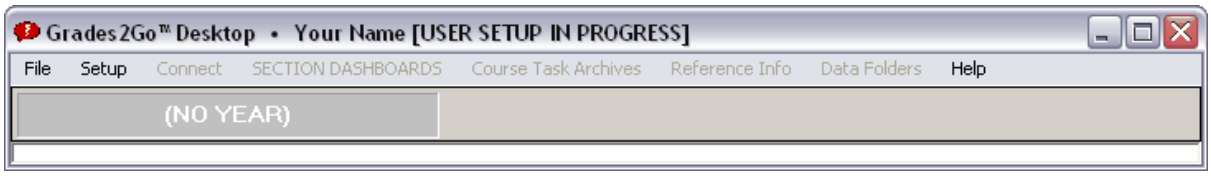
❑ Click **OK** to clear the alert. The main menu now appears, with only the **File**, **Setup** and **Help** headings enabled. You have successfully added yourself (or someone else) as a user and are now ready to add data in the next section.



Remember ... you have a sandbox to play in!

Now that you have switched to a user other than Sample Teacher, remember that you can always return to the Sample Teacher *sandbox* at any time! Just click on **File > Select User > Sample Teacher**. When done, reselect your own user name from the user list.

3.5 User Setup with the Wizard

Grades2Go™ Desktop relies on a highly organized folder structure for each User, classroom section, school and school year, with all the necessary databases in the correct folders. Fortunately, this structure and its databases are easily created with the User Setup Wizard. The following procedure will take you through the process, step by step.

Take a deep breath .... you don't have to do it all in one sitting!

Entry of all the data necessary to get you up and running may seem overwhelming at first, but it's not as tedious as you may think. We've also made sure that you can stop and restart the process whenever you want. So click on **Cancel** at any time. You don't have to do it all in one sitting!

❑ Verify that your new User Name appears at the top of Grades2Go™ Desktop. If it doesn't, click **File > Select User** and choose your User Name from the list. The program will then restart. Click **OK** on the alert messages.

❑ On the **Main Menu**, click on **Setup > Wizards > User Setup**. This is the only selection currently enabled under **Setup**. The **User Setup Wizard** appears:

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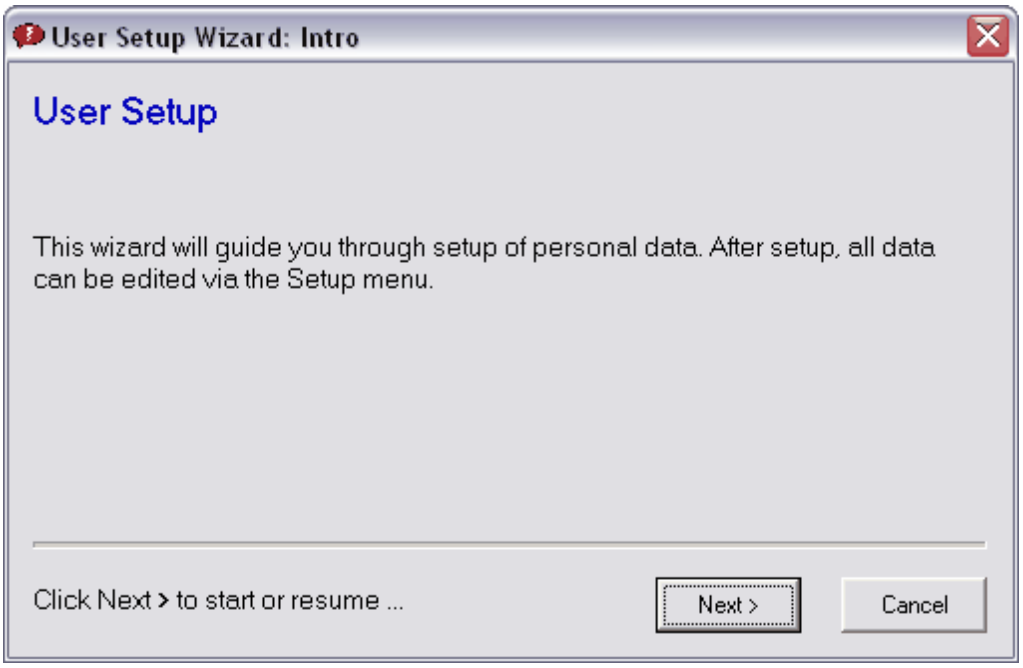
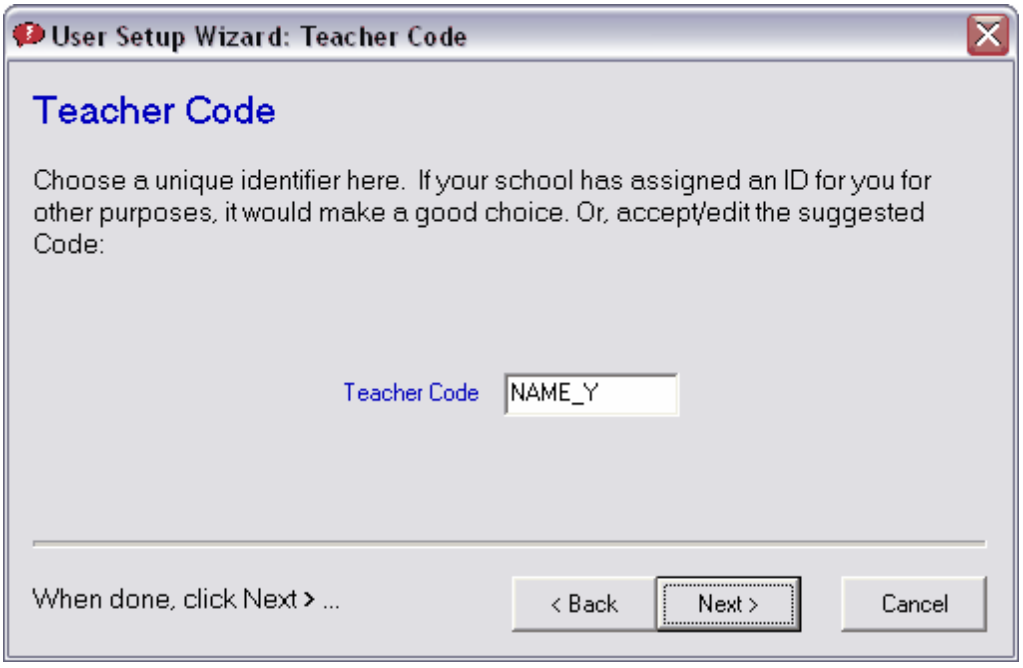

User Setup Wizard: Intro
User Setup
This wizard will guide you through setup of personal data. After setup, all data can be edited via the Setup menu.
Click Next > to start or resume ...
Next >
Cancel

❑ Click on **Next >** to bring up the **Teacher Code** screen:


User Setup Wizard: Teacher Code
Teacher Code
Choose a unique identifier here. If your school has assigned an ID for you for other purposes, it would make a good choice. Or, accept/edit the suggested Code:
Teacher Code
NAME_Y
When done, click Next > ...
< Back
Next >
Cancel

❑ Here, accept the suggested **Teacher Code** or enter one that may already have been assigned to you for other purposes by your school (teacher number, ID, etc.). **Teacher Code** will be used as an identifier for teacher-specific data files.

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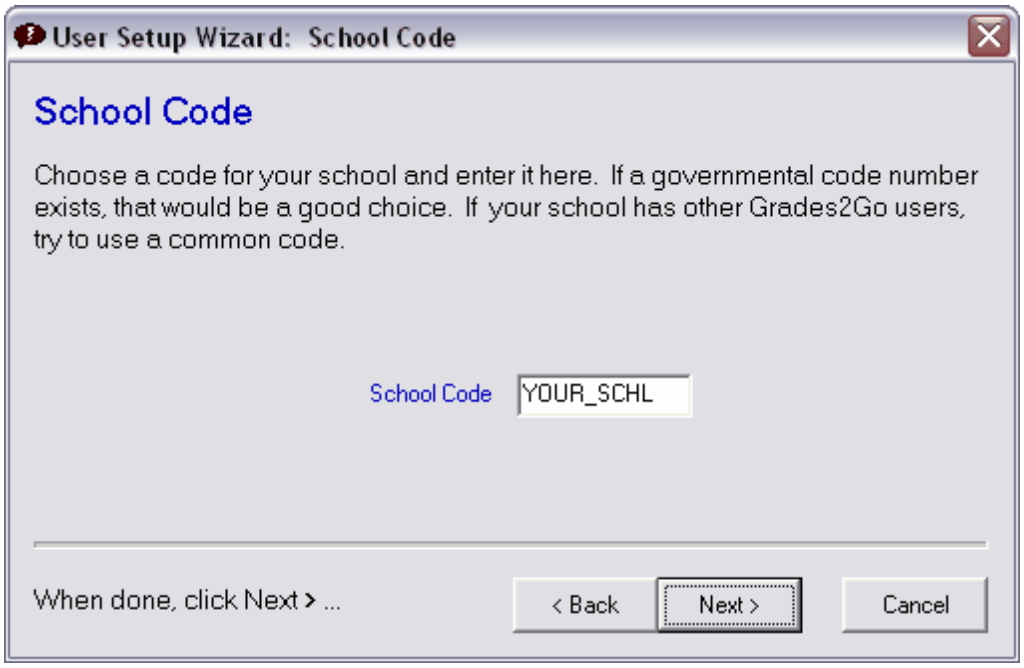
❑ Clicking on **Next >** brings up the **School Code** screen:


User Setup Wizard: School Code
School Code
Choose a code for your school and enter it here. If a governmental code number exists, that would be a good choice. If your school has other Grades2Go users, try to use a common code.
School Code
YOUR_SCHL
When done, click Next > ...
< Back
Next >
Cancel

❑ Enter a **School Code** of your choice. A good one would be an assigned code from the government, but anything else will work. If there are other Grades2Go™ users at your school, you should standardize on the same code so that school databases can be shared by all of you once they are created by someone. For our purposes here, we'll use **YOUR_SCHL**.

❑ Click on **Next >** to enter the **Teacher Profile** screen:

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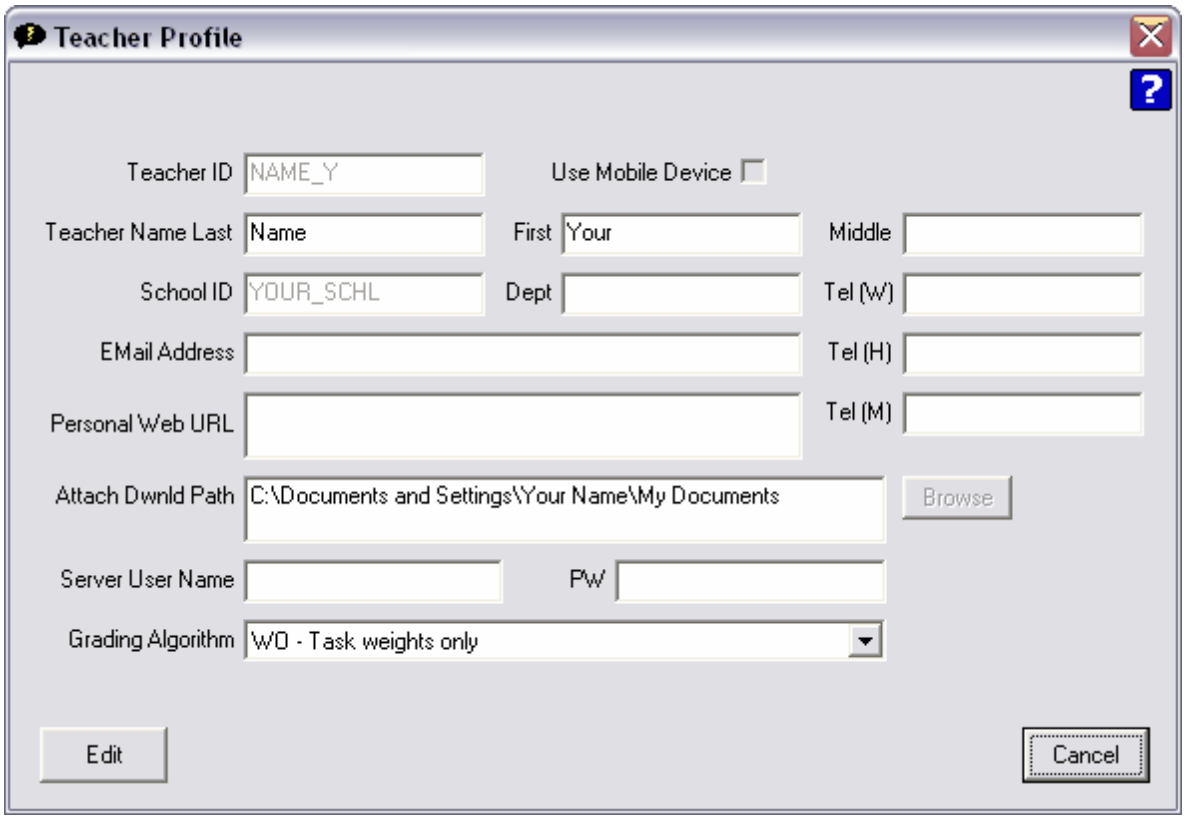
User Setup Wizard: Teacher Profile
Teacher Profile
It is suggested (but not required) that you now view your Teacher Profile and make edits/additions where necessary. Some fields will be unchangeable at this time, but the form will be accessible later via Setup > Teacher > Profile.
Show Teacher Profile
When done, click Next > ...
< Back
Next >
Cancel

- Although not required, it's suggested that you click on **Show Teacher Profile** at this point. This will bring up a form similar to the following::



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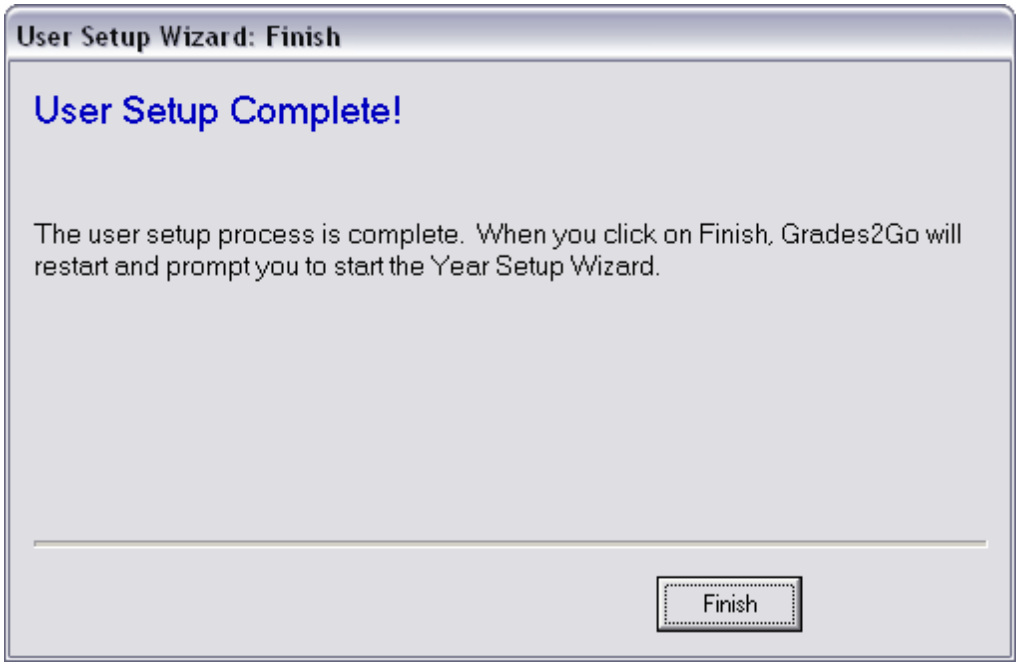
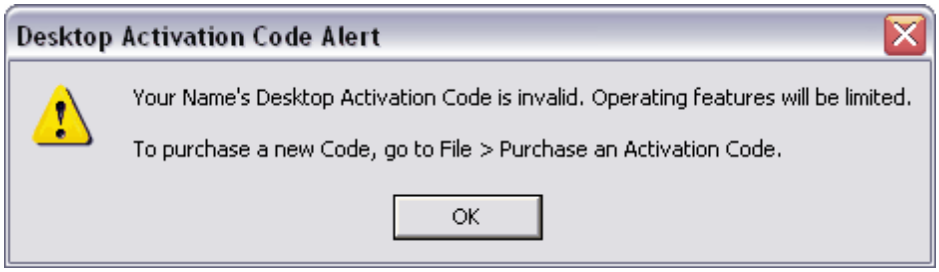
- Check your name, which is initially assumed to be the same as your **User Name**. If it isn't, click on **Edit** and update it, as well as any other additional info you want to provide. Then click **Save**.
- Click on **Next >** on the Wizard window to show the final screen:


User Setup Wizard: Finish
User Setup Complete!
The user setup process is complete. When you click on Finish, Grades2Go will restart and prompt you to start the Year Setup Wizard.
Finish

- Click on **Finish**. Grades2Go™ automatically restarts. Since you don't yet have an Activation Code, you will see an alert similar to the following:


Desktop Activation Code Alert
Your Name's Desktop Activation Code is invalid. Operating features will be limited.
To purchase a new Code, go to File > Purchase an Activation Code.
OK

- Click **OK** to clear the alert. You will now see an alert about Year Setup:

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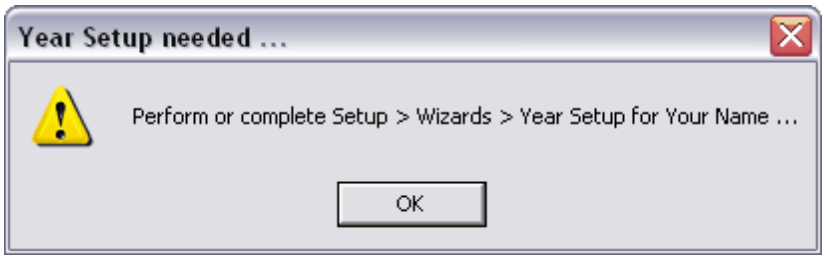

- Click **OK** to clear the alert. The main menu now appears, with the **File**, **Setup**, **Documents** and **Help** headings enabled. You have successfully set up your user files and are ready to proceed with setup of the school year in the next section.

3.6 School Year Setup with the Wizard

Take a deep breath .... you don't have to do it all in one sitting!
Entry of all the data necessary to get you up and running may seem long and tedious at first, but it's not as bad as you may think. Also, you can stop and restart the process whenever you want. So click on **Cancel** whenever you want to take a break. You don't have to do it all in one sitting!

- Verify that your User Name appears at the top of Grades2Go™ Desktop. If it doesn't, click **File > Select User** and choose your User Name from the list. The program will then restart. Click **OK** on the alert messages.
- On the **Main Menu**, click on **Setup > Wizards > Year Setup**. The **Year Setup Wizard** appears:

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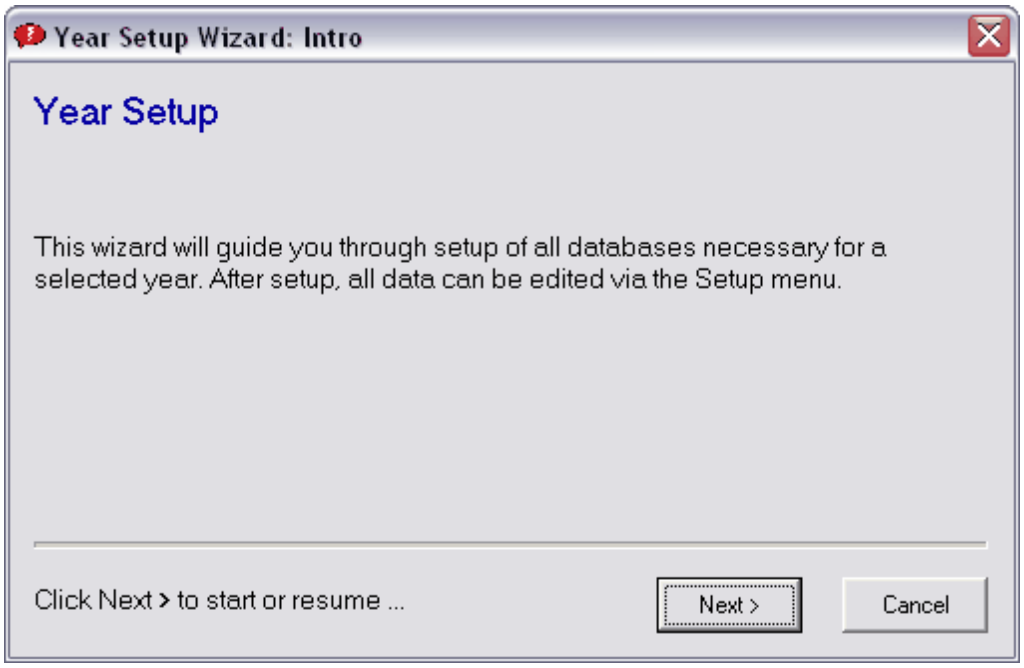
Year Setup Wizard: Intro
Year Setup
This wizard will guide you through setup of all databases necessary for a selected year. After setup, all data can be edited via the Setup menu.
Click Next > to start or resume ...
Next >
Cancel

❑ Click on **Next >** and the **Select Year** screen appears:

Year Setup Wizard: Select Year
Year Setup
Select the school year you wish to set up. After clicking Next, Grades2Go may restart.
School Year
2009-2010
When done, click Next > ...
Next >
Cancel

❑ Select the desired school year from the drop-down list (click arrow to see the list, then select one)
.

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Always use this wizard!
Return to this **Year Setup** wizard whenever you need to change the viewed year, whether adding a new year or viewing old data.

❑ Click on **Next >**, bringing up the **School Server** screen:

Year Setup Wizard: Database Source 2009
School Server and User Logon Info
School databases needed by Grades2Go can be accessed from a school's server or created locally on this computer. If available on a server, click Yes and supply the FTP address and login info:
Grades2Go databases on a server?
Yes
No
When done, click Next ...
< Back
Next >
Cancel

❑ As mentioned before, it is possible to host common school files for Grades2Go™ Desktop on a school server, so that you don't have to create them yourself. Unless your school has specifically told you that it hosts Grades2Go™ databases, leave the selection at **No**.

❑ Click on **Next >**, resulting in the **Database** screen:

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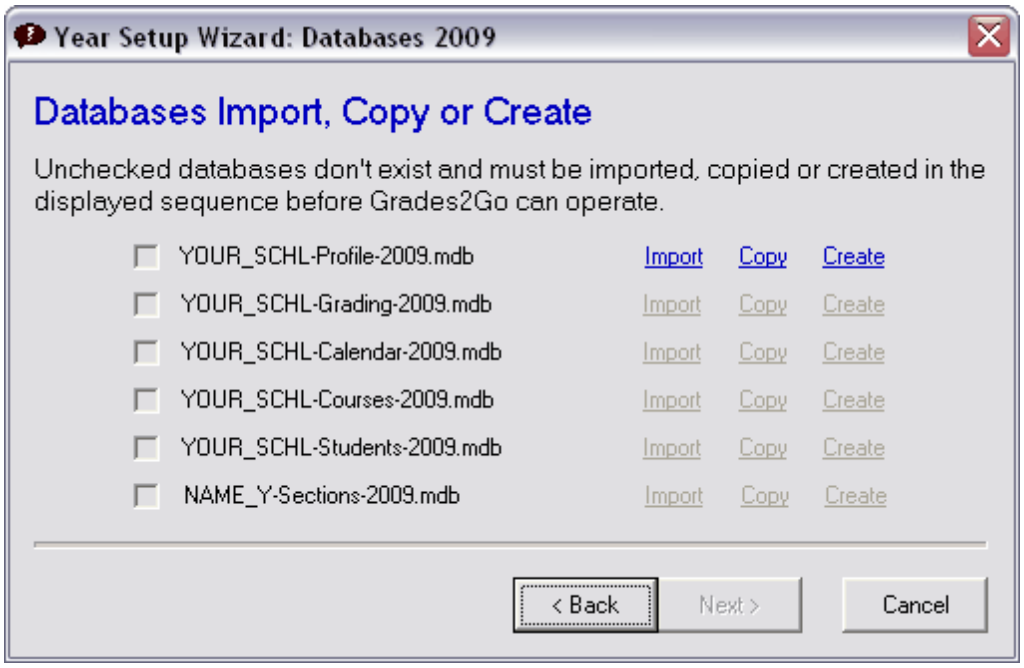
Year Setup Wizard: Databases 2009
Databases Import, Copy or Create
Unchecked databases don't exist and must be imported, copied or created in the displayed sequence before Grades2Go can operate.
YOUR_SCHL-Profile-2009.mdb Import Copy Create
YOUR_SCHL-Grading-2009.mdb Import Copy Create
YOUR_SCHL-Calendar-2009.mdb Import Copy Create
YOUR_SCHL-Courses-2009.mdb Import Copy Create
YOUR_SCHL-Students-2009.mdb Import Copy Create
NAME_Y-Sections-2009.mdb Import Copy Create
< Back
Next >
Cancel

- This screen shows the school databases that must be created before Grades2Go™ will operate for the selected school year. **Import**, **Copy** and **Create** are presented as options for each database if it doesn't already exist. **Import** allows you to use a school database already created by someone else (via email, etc). **Copy** allows you to copy data from a previous year into a new database for this year, which you can then edit. We will assume that neither of these options apply, so you will be using the **Create** option for each line. As soon as a database is created, it will be checked off and present a single **View** option. In the next sections, we will create these databases one-by-one.

Additional users have it easy!
If more than one Grades2Go™ user shares this program and someone else has already created the necessary school files for the year, they will appear already checked. You won't have to re-create them!

3.6.1 School Profile

Let's get started with the first database, **YOUR_SCHL-Profile-2009.mdb** (**YOUR_SCHL** is replaced by the school code you chose earlier).

- From the **Databases** screen, click on **Create** on the first line to bring up **Create School Profile**:

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Year Setup Wizard: School Profile 2009
Create School Profile
Click on the link below to begin.
Begin or Continue
When done, click Next > ...
< Back
Next >
Cancel

❑ Click on **Begin or Continue**, showing the **School Profile** form:

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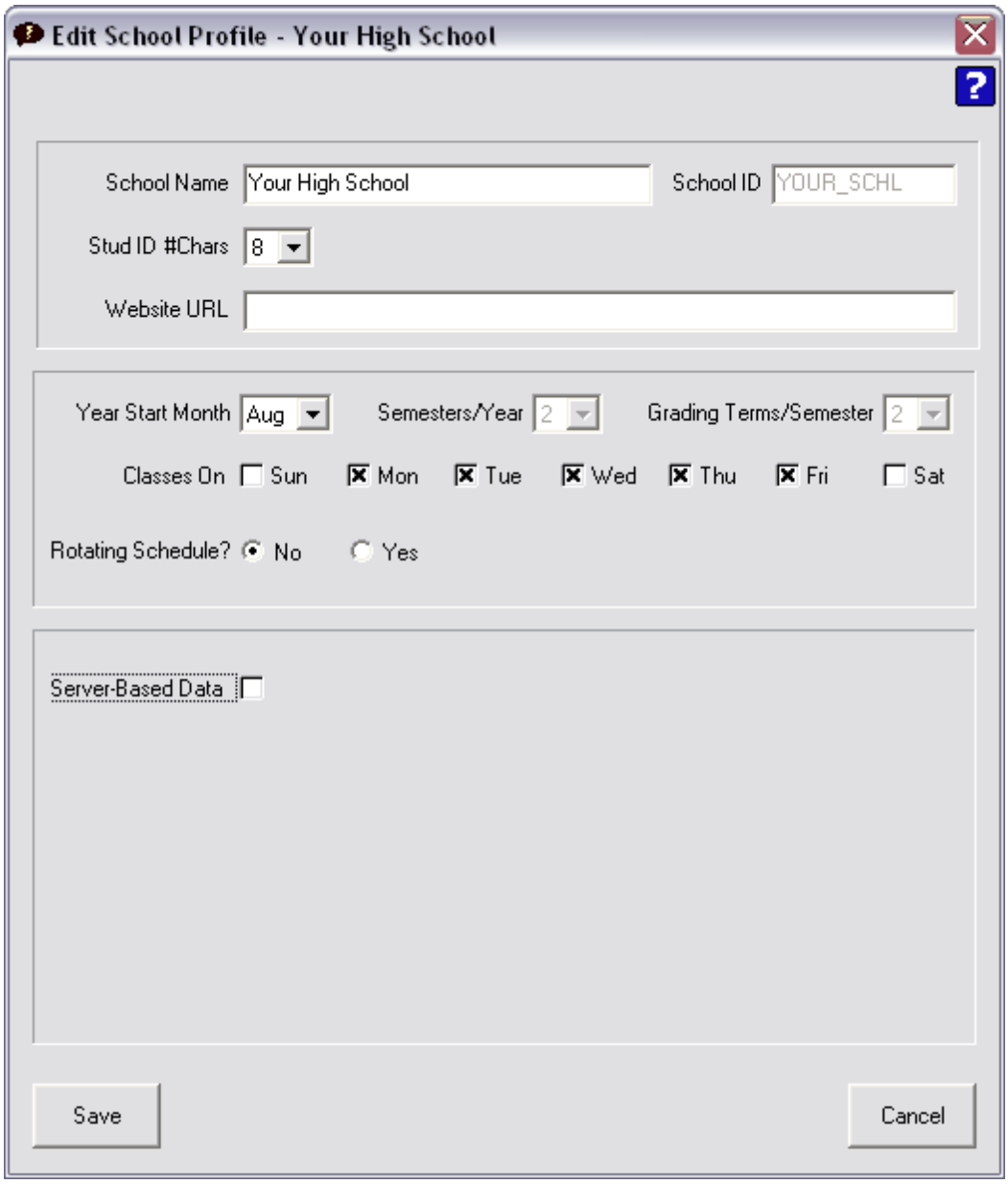

❑ Fill in the necessary info (you may have to click **Edit** first):

School Name	enter the full name of the school
School ID	(not editable)
Stud ID #Chars	select the number of characters in the school's student ID codes/numbers

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Website URL	enter the school's website address (http:// yourschool.org)
Year Start Month	select the month that the school year starts
Semesters/ Year	(fixed at 2)
Grading Terms/ Semester	(fixed at 2)
Classes On	check each day of the week that school is in session
Rotating Schedule?	select whether the schedule is a rotating (shifting) one
Server-Based Data	check only if school distributes Grades2Go™ files on a server

If **Yes** is selected for **Rotating Schedule?**, the following panel appears:

Days in Rotation	select the number of days in the rotation cycle
Starting Day	select the day of the cycle to be associated with the first day of school (probably 1)

❑ Click on **Save** to close this window. On the **School Profile Wizard** screen, clicking on **Next >** returns you to the **Databases** screen with the first database checked, showing that it has been created:

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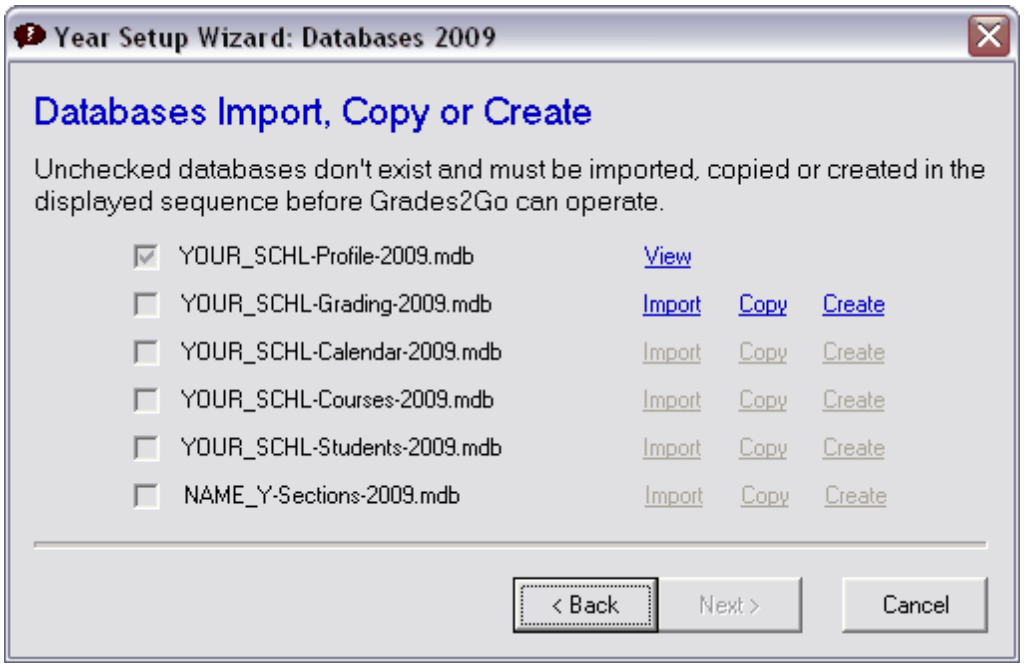
Year Setup Wizard: Databases 2009
Databases Import, Copy or Create
Unchecked databases don't exist and must be imported, copied or created in the displayed sequence before Grades2Go can operate.
YOUR_SCHL-Profile-2009.mdb View
YOUR_SCHL-Grading-2009.mdb Import Copy Create
YOUR_SCHL-Calendar-2009.mdb Import Copy Create
YOUR_SCHL-Courses-2009.mdb Import Copy Create
YOUR_SCHL-Students-2009.mdb Import Copy Create
NAME_Y-Sections-2009.mdb Import Copy Create
< Back
Next >
Cancel

You are now ready to set up **Grading** in the next section.

3.6.2 School Grading

The next database that must be created is **YOUR_SCHL-Grading-2009.mdb**.

- ❑ From the **Databases** screen, click on **Create** to bring up **Define Grading Scheme**:

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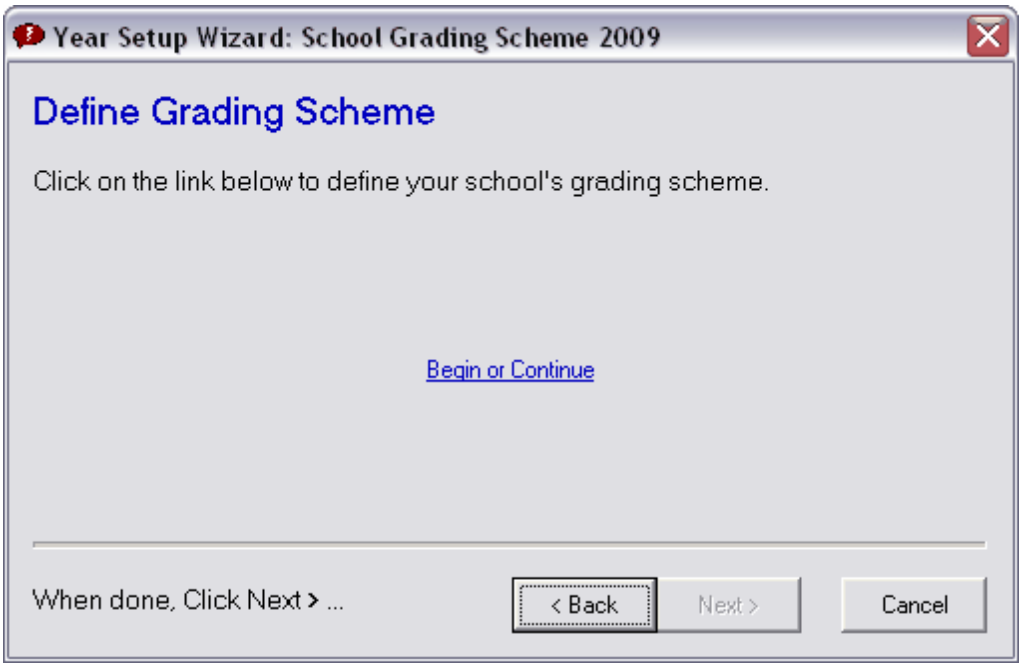
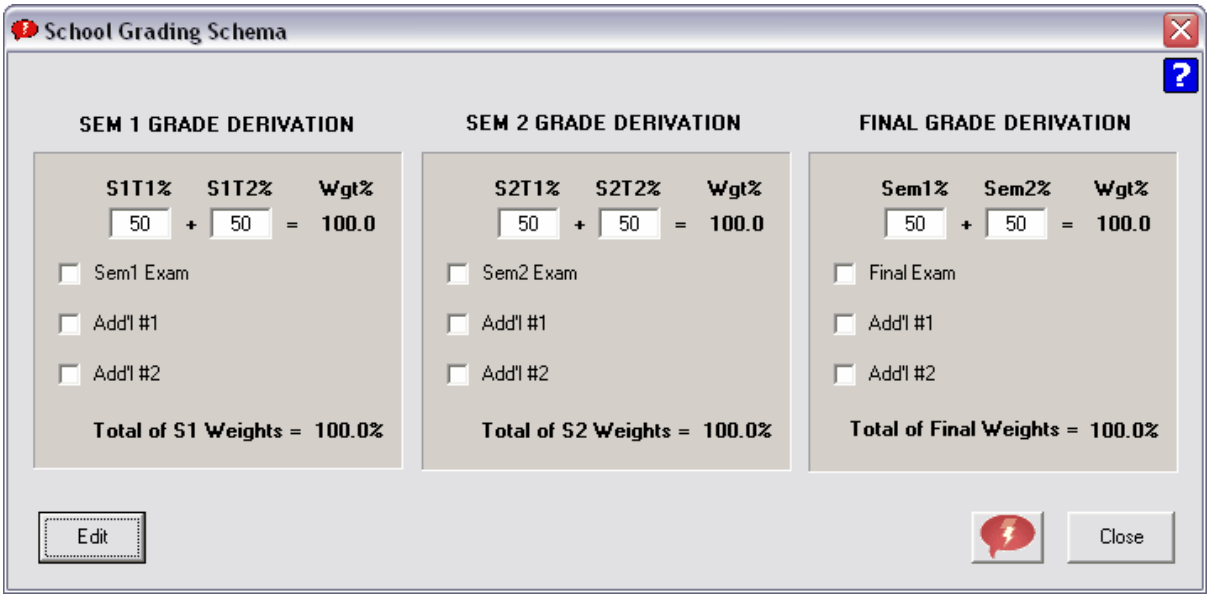

Year Setup Wizard: School Grading Scheme 2009
Define Grading Scheme
Click on the link below to define your school's grading scheme.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

❑ Click on **Begin or Continue**, showing the **School Grading Schema** form:



❑ Relative grading weights of terms and semesters are defined here, along with non-term grade components like semester and final exams. In addition, two custom non-term grades (**Additional #1** and **Additional #2**).can be entered for each Semester Grade and the Final Grade.

❑ Click on **Edit** and then complete the form according to your school's grading schema. To include a non-term grade, check the appropriate box and then enter the name of the grade and the weight

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percentage in the boxes that appear.

Print a report whenever you see this button ...

The Grading Schema form is the first time you have seen the **Report** button:

Whenever you see this button throughout Grades2Go™, you know that you can click on it to easily create a nicely formatted report.

❑ Click on **Save** to close this form. On the **Define Grading Schema** screen, clicking on **Next >** takes you to **Define Grading Bands**

Year Setup Wizard: School Grading Bands 2009
Define Grading Bands
Click on the link below to define your school's grading bands.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

❑ Click on **Begin or Continue**, showing the **School Grade Bands** form:

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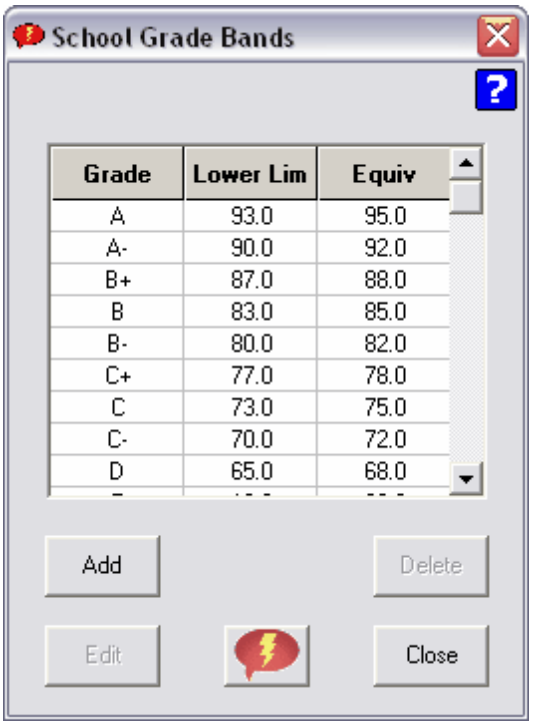

❑ This is where you specify your school's letter grade-to-percentage bands. A fairly standard set of bands is pre-loaded, which you can modify as needed. .

Grade	the letter designation of the band
Lower Lim	the lower limit of the grade band in %
Equiv	the value of a letter grade in %
Edit	brings up an edit window for a selected band
Add	adds a new band
Delete	deletes a selected band

❑ Click on **Save** or **Close** to exit this form. On the **Define Grading Bands** screen, clicking on **Next >** returns you to the **Databases** screen with the **Grading** database checked, showing that it has been created:

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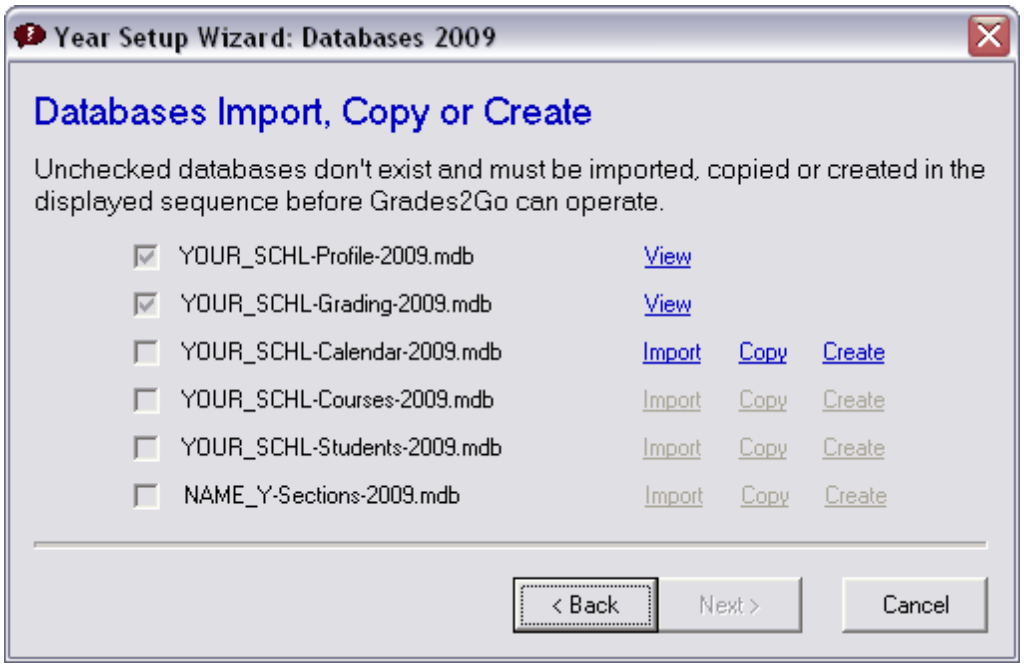
Year Setup Wizard: Databases 2009
Databases Import, Copy or Create
Unchecked databases don't exist and must be imported, copied or created in the displayed sequence before Grades2Go can operate.
YOUR_SCHL-Profile-2009.mdb View
YOUR_SCHL-Grading-2009.mdb View
YOUR_SCHL-Calendar-2009.mdb Import Copy Create
YOUR_SCHL-Courses-2009.mdb Import Copy Create
YOUR_SCHL-Students-2009.mdb Import Copy Create
NAME_Y-Sections-2009.mdb Import Copy Create
< Back
Next >
Cancel

You are now ready to set up **Calendar** in the next section.

3.6.3 School Calendar

The next database that must be created is **YOUR_SCHL-Calendar-2009.mdb**.

- ❑ From the **Databases** screen, click on **Create** to bring up **Term/Semester Start and End Dates**:

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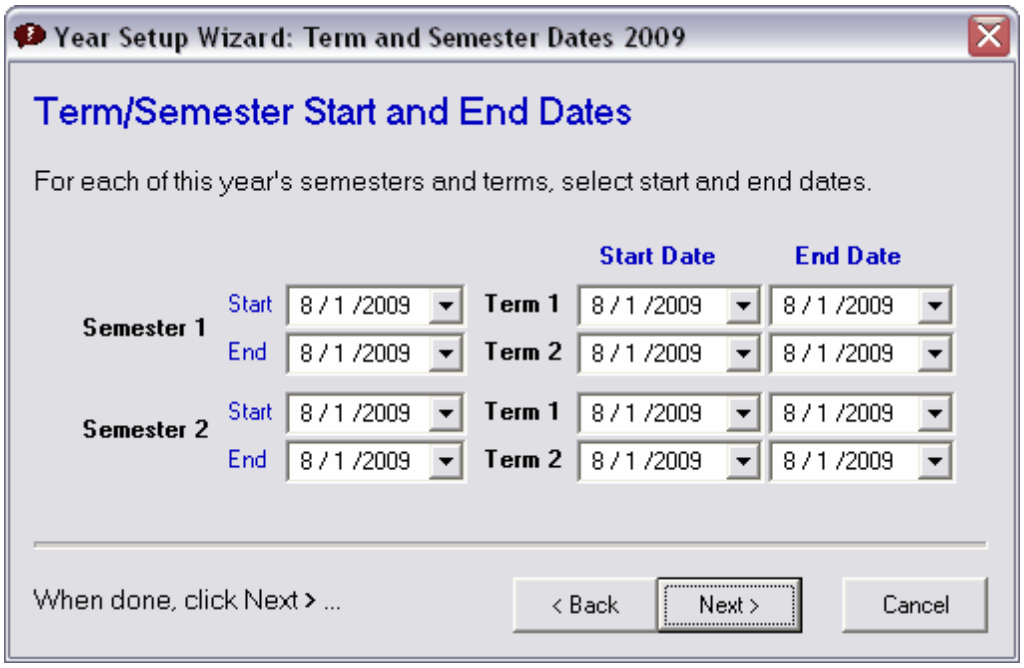

- Here, enter the starting and ending dates for all semesters and terms for the school year you are setting up (click on arrows to pick dates from a pop-up calendar). Note that term start and end dates must be within their respective semester start and end dates.
- When done, clicking on **Next >** takes you to **Add or Edit Key Calendar Dates:**

Year Setup Wizard: Key Calendar Dates 2009
Add or Edit Key Calendar Dates
Click below to add, edit or verify Key Dates in your school calendar. Though this can be completed later, it's a good idea to review and edit them now.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

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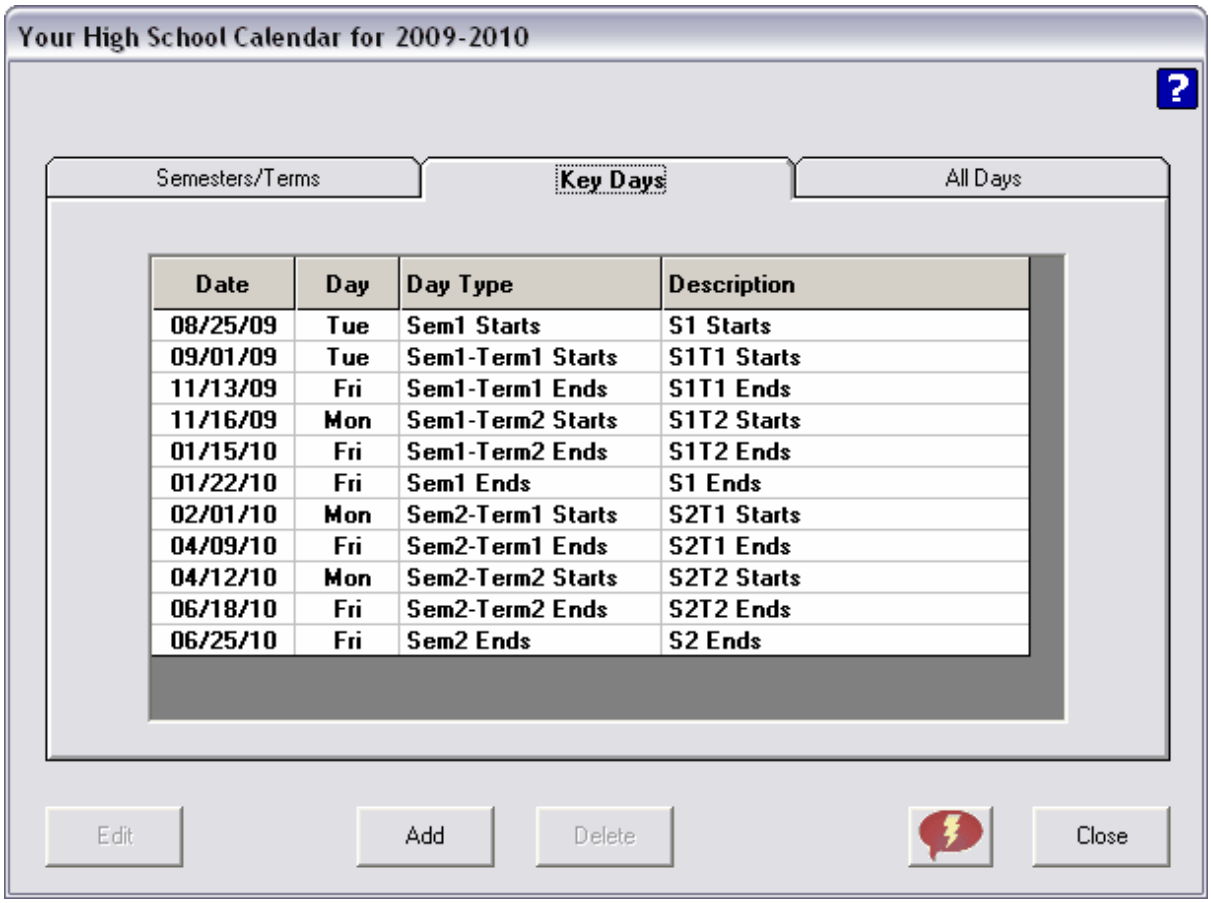
❑ Click on **Begin or Continue**, bringing up the **School Calendar:**



❑ Notice that the Calendar has three tabs (click on them to take a look):

Semesters/Terms	term/semester start and end dates
Key Days	key days in the school year, including semester/ term end days, holidays and no-school days, vacation start and end days, off rotation and rotation shift days
All Days	a complete listing of all days (including no-school days) from start of Semester 1 to end of Semester 2

❑ In the **Key Days** tab, click on **Add**, bringing up the **Add Another Date** form:

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❑ Note that **Day Type** has three possible selections (click on arrow):

Regular	a standard school day with a special description (e.g. "Midterm Reports", "Freshman Meeting", etc.)
No School	a single day that school isn't in session (e.g. "Columbus Day", "Good Friday", etc.)
Vacation	start and end dates of a series of days that school isn't in session (selection brings up special date boxes)

❑ Add a few **Key Days** with **Add Another Date** just to get a feel for the process. You can add the rest at any time via **Setup > School > Calendar**. **Key Days** can also be edited and deleted with **Edit** and **Delete**. Note that your changes immediately appear in the **All Days** listing.

❑ When done adding dates, **Close** the Calendar and click on **Next >** on the **Add or Edit Key Calendar Dates** screen. This opens **Define Periods**:

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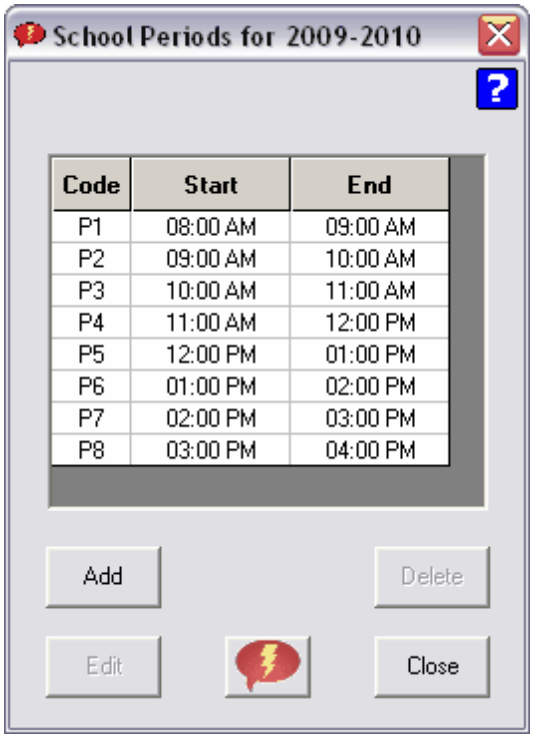
Year Setup Wizard: School Periods 2009
Define Periods
Click below to define your school's daily periods Though this can be completed later, it's a good idea to review and edit them now.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

❑ Click on **Begin or Continue**, bringing up **School Periods**:



❑ Here, you can name all your school's time periods according to the official designations. A set of

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periods has been pre-loaded, which you can easily edit. Since this information doesn't really affect Grades2Go™ operation other than creating a useful **My Schedule**, click **Close**. You can provide this information later via **Setup > School > Periods**.

❑ On **Define Periods**, click on **Next >** to open **Define Blocks**:

Year Setup Wizard: School Blocks 2009
Define Blocks
Click below to edit your school's block structure. Though this can be completed later, it's a good idea to review and edit them now.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

❑ Click on **Begin or Continue**, bringing up **Block Schedule**:

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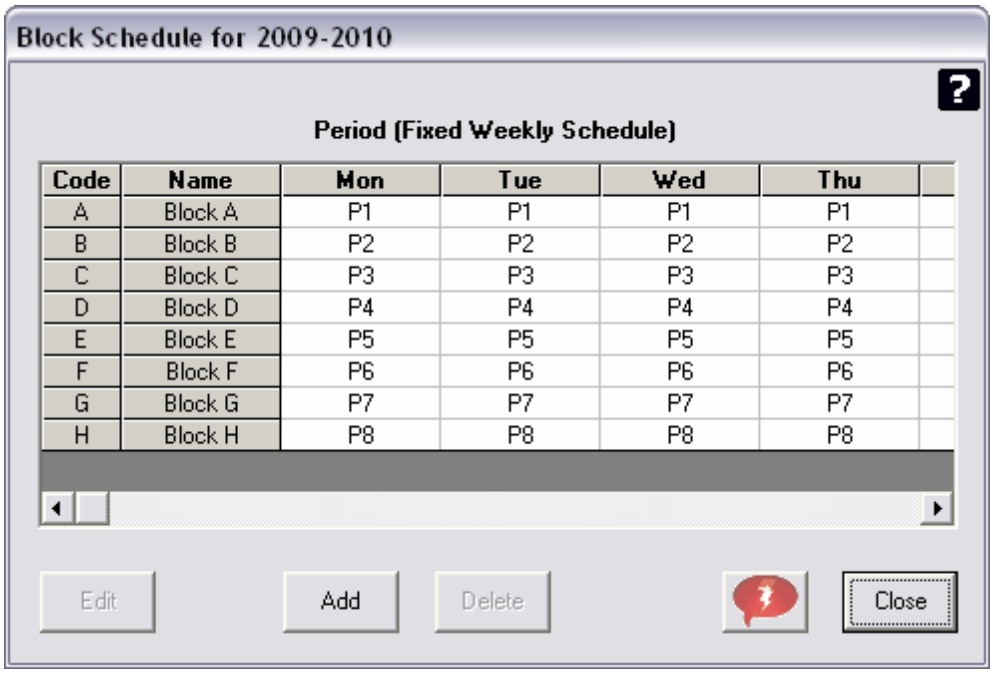

- Many schools schedule classes according to a Block system, where each course section is assigned a time block. Depending on the school, the time period of each Block can be either fixed every day (e.g. Blocks A, B, C, D and E, each 5 days a week, same time each day), or scheduled in a customized pattern. Many schools also incorporate a rotating block system, where the scheduled pattern repeats in its entirety after a certain number of days. This form allows you to fit almost every kind of school scheduling system to Grades2Go™. For now, click **Close**. You can provide this information later via **Setup > School > Blocks**.

Rotating schedule comment ...

The Block Schedule form appears as either as fixed days of the week (non-rotating), or as the number of days in a repeating schedule (rotating). This option is set via **Rotating Schedule?** in **Setup > School > Profile**.

- On the **Define Blocks** screen, clicking on **Next >** returns you to the **Databases** screen with the **Calendar** database now checked, showing that it has been created:

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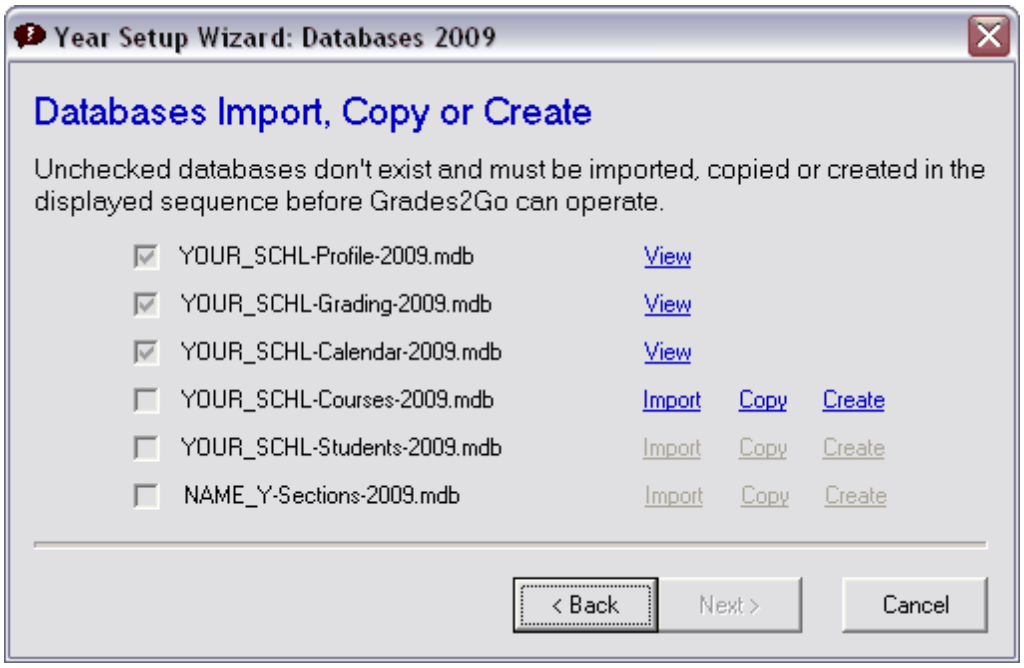
Year Setup Wizard: Databases 2009
Databases Import, Copy or Create
Unchecked databases don't exist and must be imported, copied or created in the displayed sequence before Grades2Go can operate.
YOUR_SCHL-Profile-2009.mdb View
YOUR_SCHL-Grading-2009.mdb View
YOUR_SCHL-Calendar-2009.mdb View
YOUR_SCHL-Courses-2009.mdb Import Copy Create
YOUR_SCHL-Students-2009.mdb Import Copy Create
NAME_Y-Sections-2009.mdb Import Copy Create
< Back
Next >
Cancel

You are now ready to set up **Courses** in the next section.

3.6.4 School Courses

The next database that must be created is **YOUR_SCHL-Courses-2009.mdb**.

- ❑ From the **Databases** screen, click on **Create** to bring up **Define Courses**:

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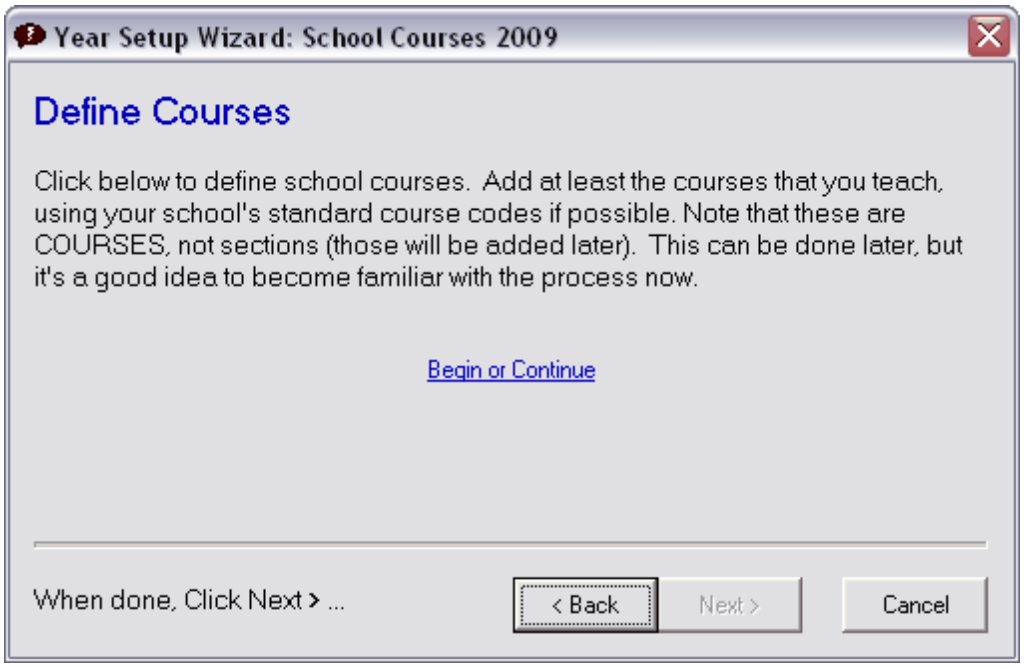
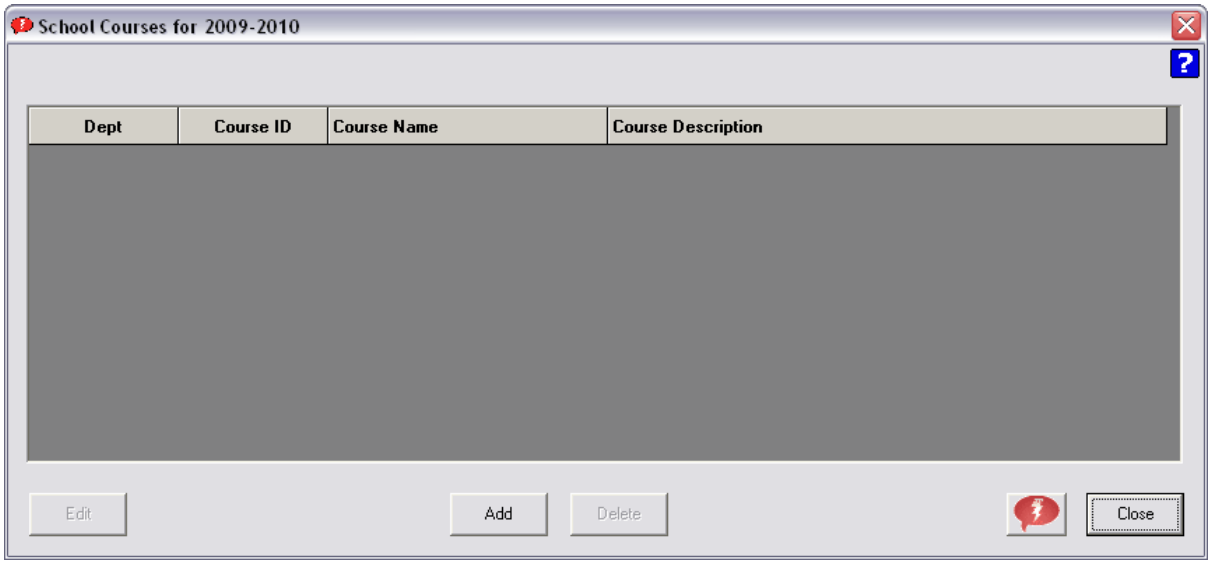

Year Setup Wizard: School Courses 2009
Define Courses
Click below to define school courses. Add at least the courses that you teach, using your school's standard course codes if possible. Note that these are COURSES, not sections (those will be added later). This can be done later, but it's a good idea to become familiar with the process now.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

❑ Click on **Begin or Continue**, bringing up the **School Courses** form:



❑ Although this can be a list of all courses taught at your school, add only the ones you teach (or at least *one* of them to get familiar with the process — you can add the rest later via **Setup > School > Courses**). Start by clicking **Add**, which brings up the **Add a Course** form:

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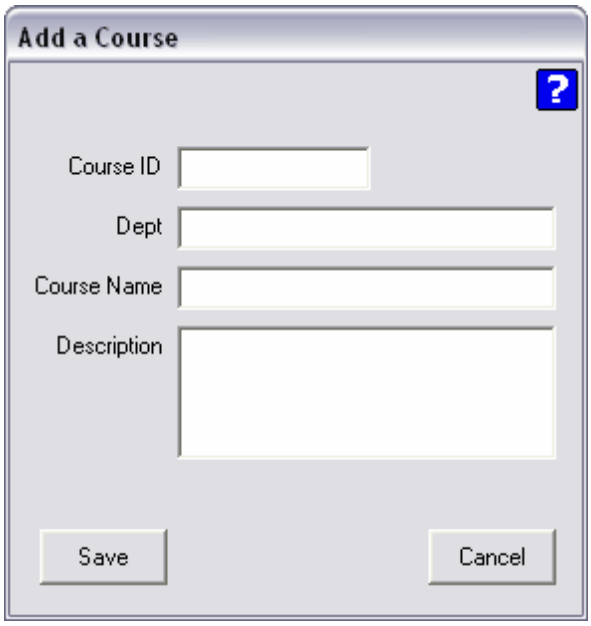

❑ Enter information for one of the courses you teach. Clicking **Save** will update **School Courses**. Keep repeating **Add** until you have entered all your courses.

Course ID	a short code for the course (e.g. "WH1" for World History 1); use the code your school already has, if short enough; avoid "(" and ")" characters since those will be appended to **Course ID** to form the section identifier (e.g. WH1(2) for section 2)
Dept	the department that teaches the course (not essential info for Grades2Go™)
Course Name	the longer name for the course (e.g. "World History 1")
Description	a short description of the course (not essential info for Grades2Go™)

❑ Click **Close** on **School Courses**. On the **Define Courses** screen, clicking on **Next >** returns you to the **Databases** screen with the **Courses** database now checked, showing that it has been created:

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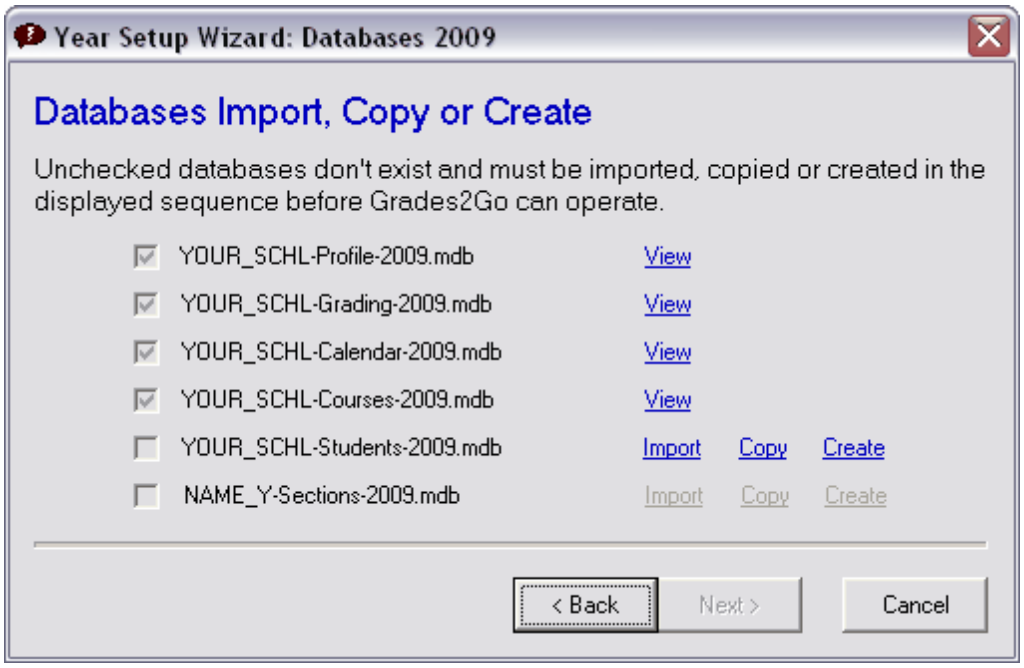
Year Setup Wizard: Databases 2009
Databases Import, Copy or Create
Unchecked databases don't exist and must be imported, copied or created in the displayed sequence before Grades2Go can operate.
YOUR_SCHL-Profile-2009.mdb View
YOUR_SCHL-Grading-2009.mdb View
YOUR_SCHL-Calendar-2009.mdb View
YOUR_SCHL-Courses-2009.mdb View
YOUR_SCHL-Students-2009.mdb Import Copy Create
NAME_Y-Sections-2009.mdb Import Copy Create
< Back
Next >
Cancel

You are now ready to set up **Students** in the next section.

3.6.5 School Students

The next database that must be created is **YOUR_SCHL-Students-2009.mdb**.

❑ From the **Databases** screen, click on **Create** to bring up **Define Students**:

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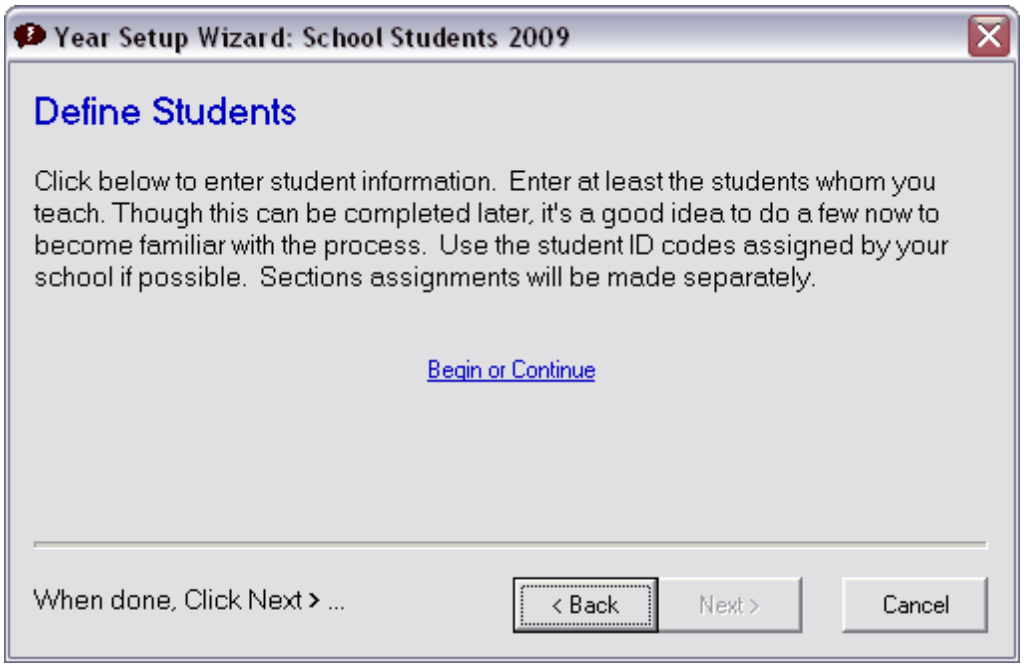
Year Setup Wizard: School Students 2009
Define Students
Click below to enter student information. Enter at least the students whom you teach. Though this can be completed later, it's a good idea to do a few now to become familiar with the process. Use the student ID codes assigned by your school if possible. Sections assignments will be made separately.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

❑ Click on **Begin or Continue**, bringing up the **School Students** form:

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- Although this could be a list of all students at your school, add only the ones you teach (or at least *a few* of them to get familiar with the process — you can add the rest in the **Teacher Sections** setup procedure or via **Setup > School > Students**). Start by clicking **Add**, which brings up the **Add New Student** form:

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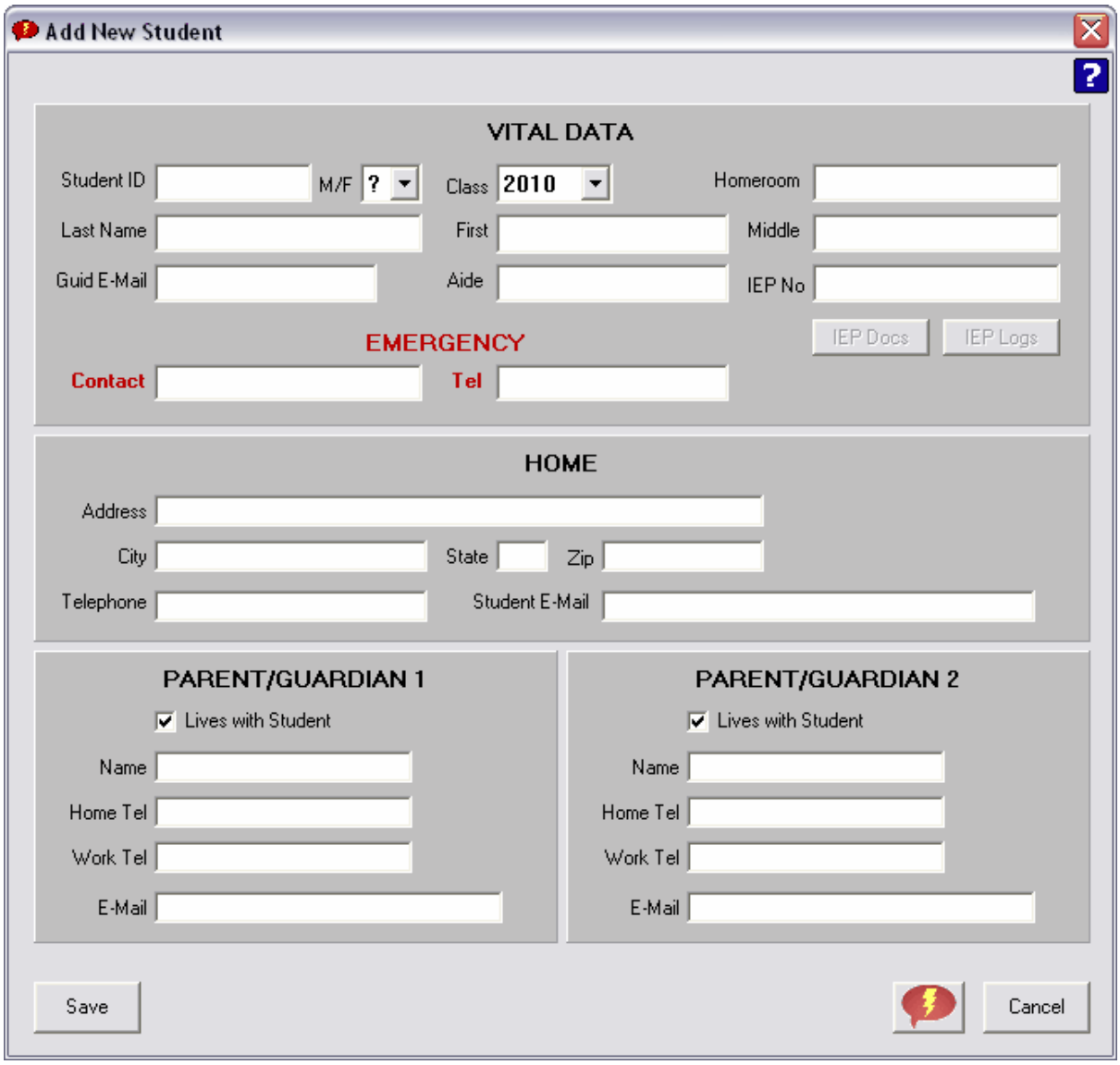

❑ Enter information for one of the students you teach. For now, just enter **Student ID**, **M/F**, **Class**, and **Last/First/Middle Names**. Clicking **Save** will update **School Students**. Keep repeating **Add** until you have entered as many students as you want. You can add the rest in the **Teacher Sections** setup procedure or via **Setup > School > Students.**

VITAL DATA

Student ID	your school's ID code for this student (number of characters can be set in **Setup > School > Profile**)
M/F	**M** (male) or **F** (female); **?** indicates info not currently available

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Class	student's scheduled graduation year
Last Name	last name
First	first name
Middle	middle name (if any)
Homeroom	homeroom identifier (e.g. room, teacher, etc.)
Guid E-Mail	email address for guidance contact
Aide	if a special needs student, aide's name
IEP No	if a special needs student, ID number of **Individual Education Plan**
EMERGENCY	
Contact	name of emergency contact
Tel	emergency contact number
HOME	
Address	student's address
City	student's city
State	student's state
Zip	student's zip
Telephone	student's telephone (mobile if possible)
Student E-Mail	student's e-mail address
PARENT/ GUARDIAN 1	
Lives with Student	check if parent/guardian lives with student
Name	parent/guardian's name
Home Tel	parent/guardian's home telephone
Work Tel	parent/guardian's work telephone
E-Mail	parent/guardian's email address
PARENT/ GUARDIAN 2	
Lives with Student	check if parent/guardian lives with student
Name	parent/guardian's name
Home Tel	parent/guardian's home telephone
Work Tel	parent/guardian's work telephone
E-Mail	parent/guardian's email address

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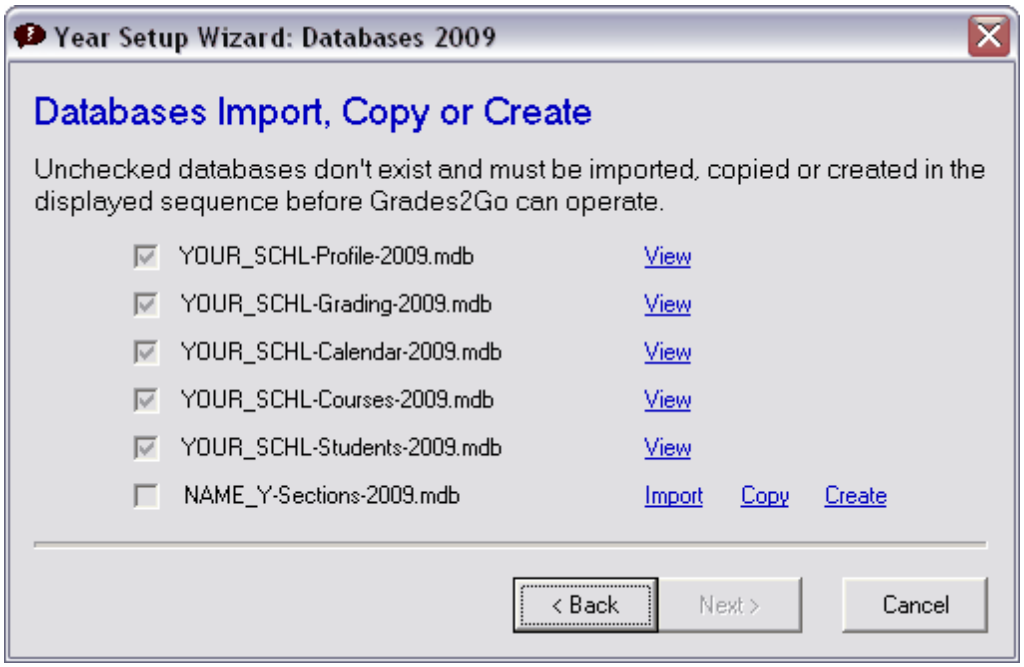
❑ Click **Close** on **School Students**. On the **Define Students** screen, clicking on **Next >** returns you to the **Databases** screen with the **Students** database now checked, showing that it has been created:


Year Setup Wizard: Databases 2009
Databases Import, Copy or Create
Unchecked databases don't exist and must be imported, copied or created in the displayed sequence before Grades2Go can operate.
YOUR_SCHL-Profile-2009.mdb View
YOUR_SCHL-Grading-2009.mdb View
YOUR_SCHL-Calendar-2009.mdb View
YOUR_SCHL-Courses-2009.mdb View
YOUR_SCHL-Students-2009.mdb View
NAME_Y-Sections-2009.mdb Import Copy Create
< Back
Next >
Cancel

You are now ready to set up your **Course Sections** in the next section.

3.6.6 Your Course Sections

The final database that must be created is **NAME_Y-Sections-2009.mdb**. This database identifies all the course sections and student rosters you teach in the selected year.

From the **Databases** screen, click on **Create** to bring up **Define Sections and Rosters**:

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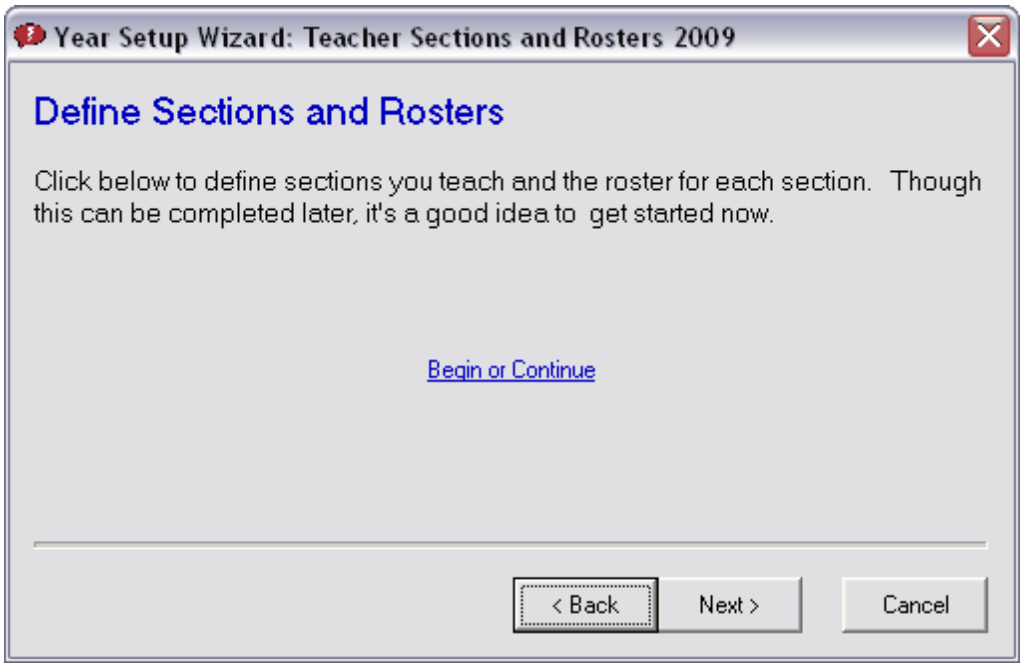
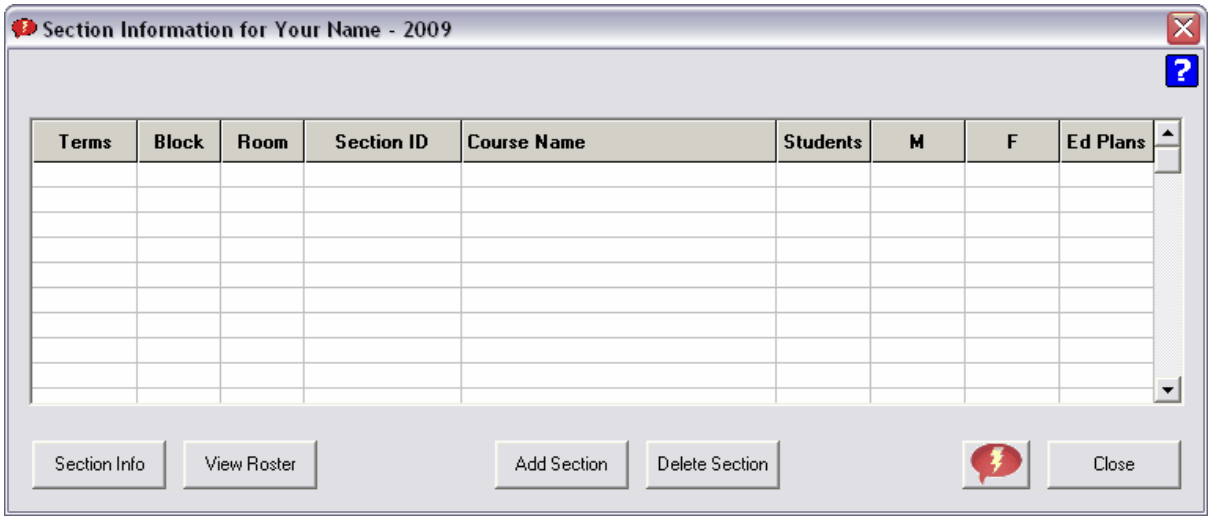

Year Setup Wizard: Teacher Sections and Rosters 2009
Define Sections and Rosters
Click below to define sections you teach and the roster for each section. Though this can be completed later, it's a good idea to get started now.
Begin or Continue
< Back
Next >
Cancel

❑ Click on **Begin or Continue**, bringing up the **Section Information** form:



❑ This screen summarizes all the course sections you teach in the current year.

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Terms	displays the number of a term if taught and a (**-**) if not taught (e.g. **1 2 3 4** for all terms, **1 2 - -** for **S1T1** and **S1T2** only)
Block	the scheduling block to which the section is assigned
Room	the usual room number
Section ID	the identifier for the section, e.g. WH1(1) for section 1 of WH1 (World History 1)
Course Name	long name of course (e.g. World History 1)
Students	total number of students in section
M	number of males in section (**?** indicates gender info was not provided for at least one student)
F	number of females in section (**?** indicates gender info was not provided for at least one student)
Ed Plans	number of students on an **Individual Education Plan** (special needs)

❑ Add the course sections you teach this year (or at least *one* to get familiar with the process — you can add the rest later via **Setup > Teacher > Sections**). Start by clicking **Add Section**, which brings up the **Add Section** form:

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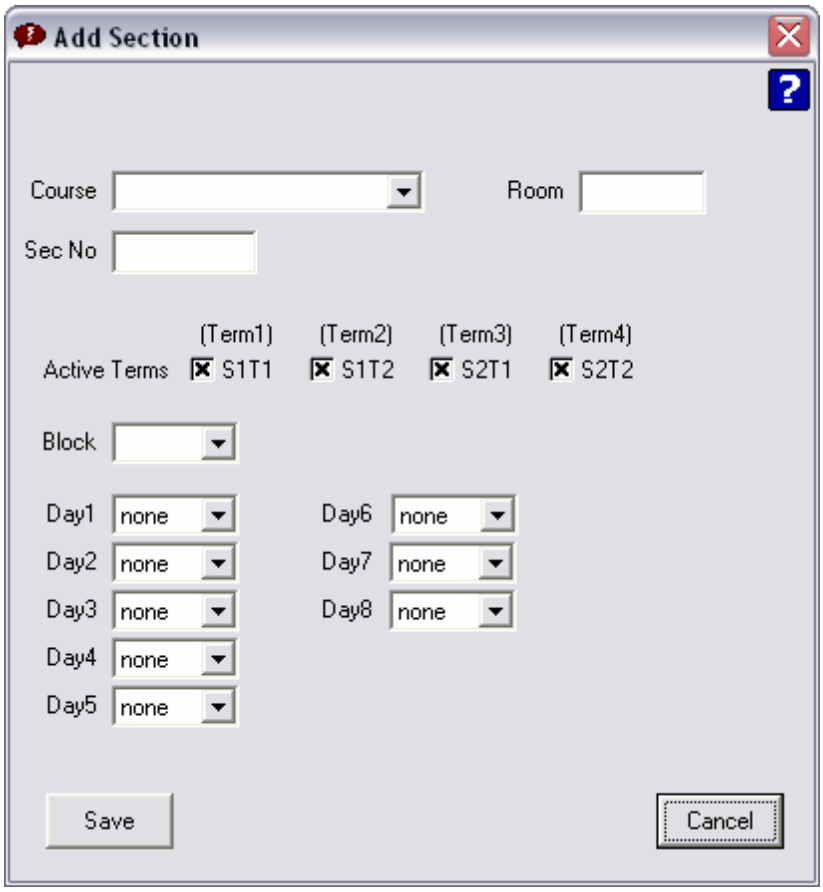

❑ Enter the required information. Clicking **Save** will update **Section Information**. Keep repeating **Add Section** until you have entered as many sections as you want. You can add the rest later via **Setup > Teacher > Sections**.

Section ID	unique identifier for the Section, in the format **Course(SecNo)** (visible only on **View Section** form)
Course	a drop down list for selecting/indicating the desired Course; a course can be added here by selecting **<create a new course>**
Sec No	a unique identifier of the Section taught with a Course; alphanumeric, 8 character maximum
Room	an identifier for the Room where the Section usually meets
Active Terms	four checkboxes, one for each Term of the year; if checked, the Section meets in that Term and a Section Dashboard is available; if not, it doesn't meet and no Section Dashboard is available
Block	the Block of the school's daily schedule during which this Section meets; varies indicates the Block is not constant from day to day (can be customized via **Block Selectors**)
Block Selectors	a drop-down Block selector for each day of the week (or each day

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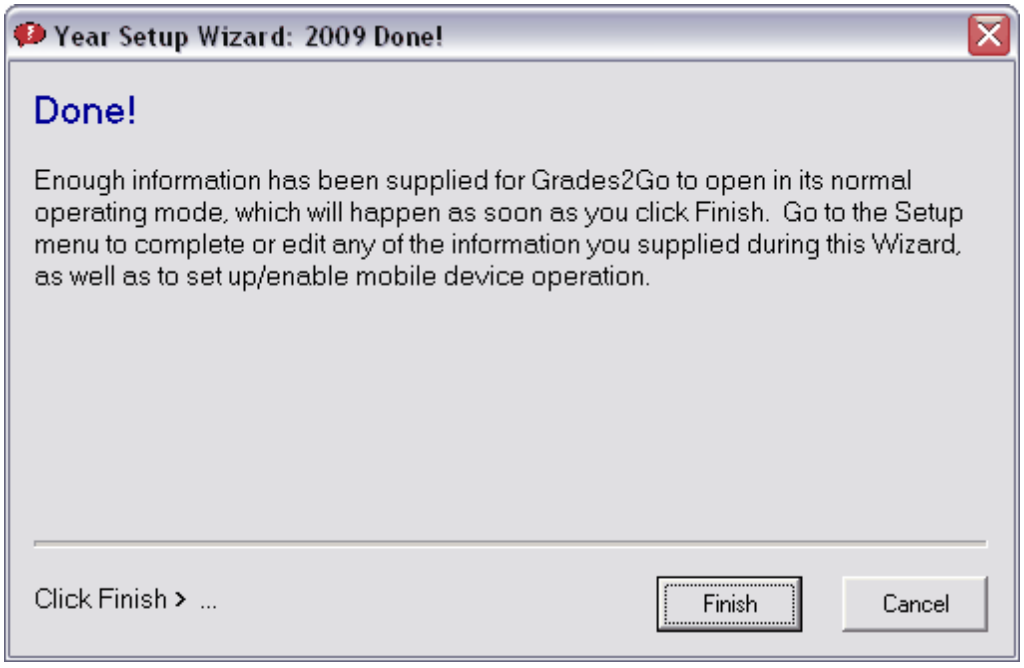
	of a rotating schedule); allows customizing of variable Blocks
Edit/Save Button	**Edit** makes viewed information editable; **Save** saves displayed information to the database

Rotating schedule comment ...

If **School Profile** specifies a rotating schedule, the number of selection boxes under **(Block per Schedule Day)** equals the number of days in the rotation cycle. The rotating option is set via **Rotating Schedule?** in **Setup > School > Profile**.

❑ Click **Close** on **Section Information**. On the **Define Sections and Rosters** screen, click on **Next >** to bring up the final screen:


Year Setup Wizard: 2009 Done!
Done!
Enough information has been supplied for Grades2Go to open in its normal operating mode, which will happen as soon as you click Finish. Go to the Setup menu to complete or edit any of the information you supplied during this Wizard, as well as to set up/enable mobile device operation.
Click Finish > ...
Finish
Cancel

Congratulations — you have finished **Year Setup**! Click on Finish > and Grades2Go™ will restart with all menu selections enabled. For detailed information on the rest of Grades2Go™ Desktop, see the **User Interface** section of the manual.

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Why wait? Get an Activation Code now!

If you like your Grades2Go™ experience so far, we can assure you that it will only get better — so you might as well get an Activation Code *now* and avoid all those "Invalid Code" messages! Go to **File > Purchase an Activation Code**.

3.7 Activation Code Purchase and Installation

Mindspark's software products require a valid **Activation Code** in order to operate without limitations. Activation Codes are available for purchase online, as one or two year subscriptions. They are specially encoded to be useable by just a single user name.

Be sure to specify the User Name you already created!

If you've already added yourself as a User in Grades2Go™ Desktop, ***make sure that you use the same name when purchase your Activation Code!*** This will ensure that any data you have already entered will be continue to be accessible with the new Code.

After purchasing an Activation Code online, you will receive an email confirming your purchase. The actual Code has to be custom-generated and will arrive in a separate email, possibly delayed by up to 48 hours. In the meantime, if you haven't yet downloaded and installed Grades2Go™ Desktop, do so now with the procedure in **Grades2Go™ Desktop Download and Installation** 21.

Once you receive the Activation Code email, do the following to install your Code:

- ❑ Start Grades2Go™ Desktop. If you have already added yourself as a User, make sure your User Name appears at the top as the current user. If you haven't added yourself yet, make sure you are logged into the desired Windows account (unless that's something you never do).
- ❑ From the **Main Menu**, click on **File > Enter Desktop Activation Code**, bringing up the following form:

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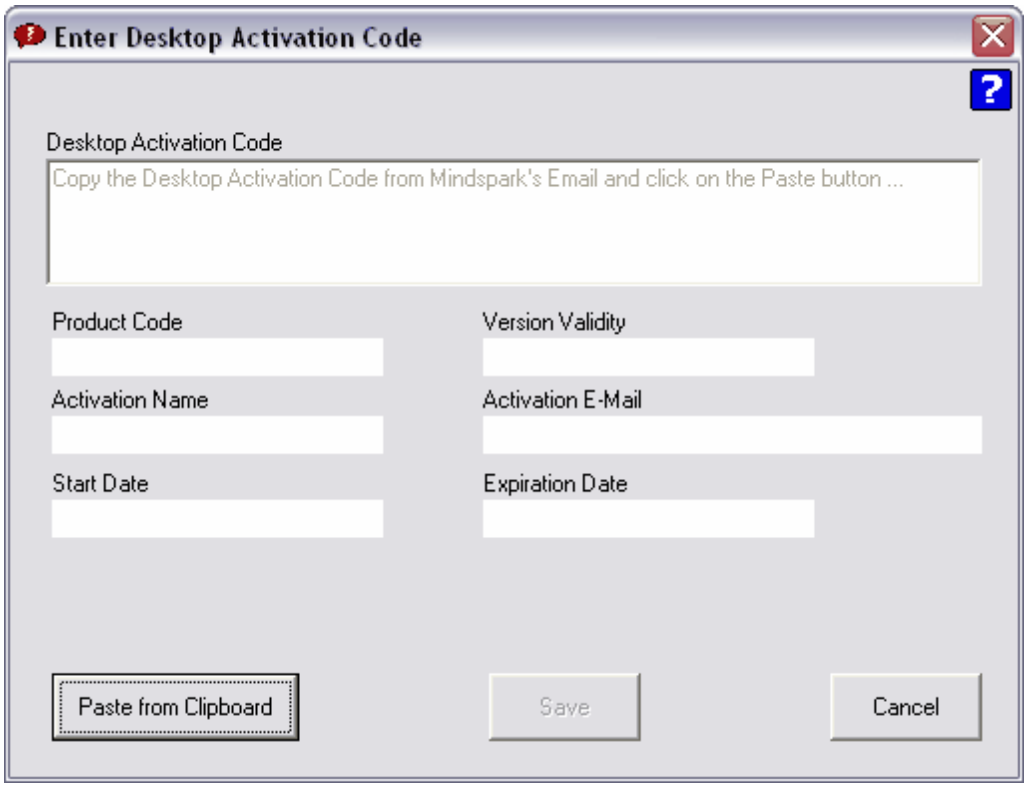

- From the email your received from Mindspark, carefully copy the entire Activation Code (extremely long!) to the clipboard (select the whole Code, then right-click and select **Copy**).
- On the form, click on **Paste from Clipboard**. The Activation Code will appear in the top text box, and presuming it's a valid one, so will all the other information:

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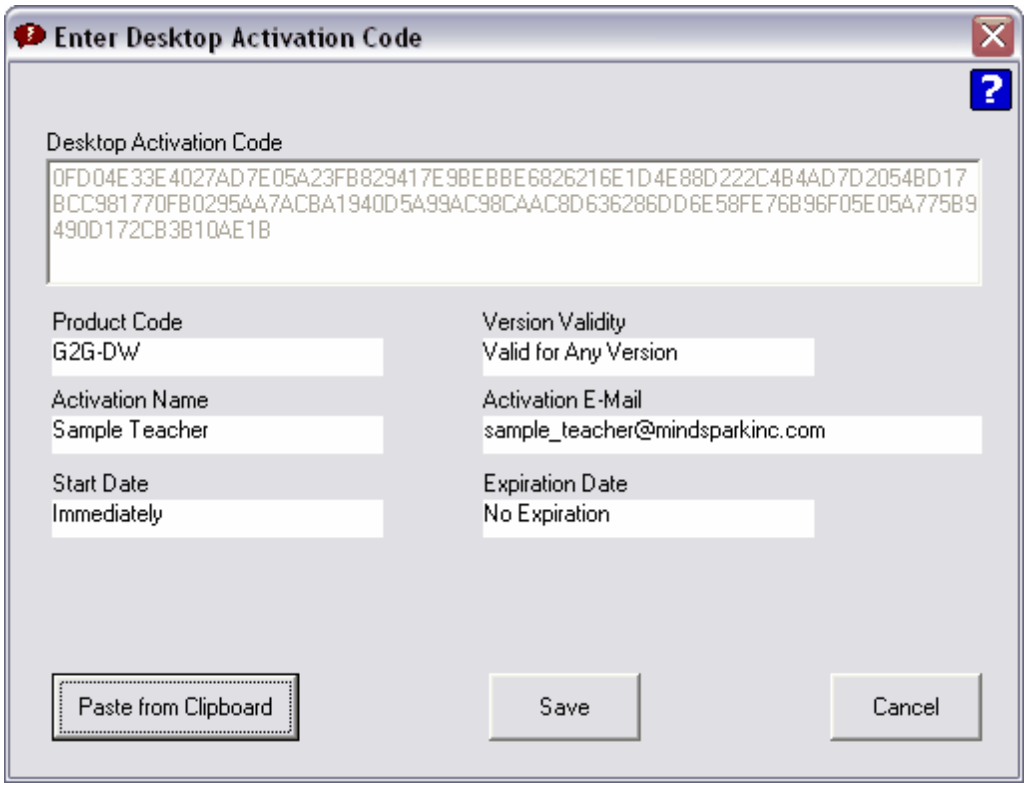

Desktop Activation Code	the Desktop Code you just copied and pasted from Mindspark's email
Product Code	Mindspark's code for the software product (in this case, **G2G-DW**)
Version Validity	if not a version-limited license, entry reads Valid for Any Version; otherwise, version and revision existing at time of purchase are shown
Activation Name	the User Name associated with this Activation Code (should be same as the name you used to add yourself as a User)
Activation E-Mail	the email associated with this Code (will be used to notify you of version updates)
Start Date	the date the Activation Code becomes effective
Expiration Date	the last day the Activation Code is effective
Paste from Clipboard	clicking places contents of the Windows **Copy** clipboard into the Activation Code text box and initiates analysis of its contents
Save	saves the Activation Code to a database

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- If displayed information is correct, click **Save** to accept the Activation Code. If it isn't, or if you have an error message, repeat copying the full Code from your email (but more carefully!) and click on **Paste from Clipboard** again.

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Term Grading Algorithms

4 Term Grading Algorithms

In a school on a term/semester calendar, a student's final grade is generally calculated on the basis of term and semester grades, according to the school's grading scheme. Grades2Go™ is able to accommodate most school grading schemes via **Setup > School > Grading > Schema**. If you already performed the **School Year Setup Wizard** 34, you already used the Grading Schema form to define your school's scheme.

Term grade derivation is generally left up to the individual teacher, using whatever algorithm (formula) is most suitable and convenient. Many teachers develop their own version of an algorithm over many years of experience and would like to stick with it. However, many schools now specify percentage weights that must be allocated for different types (categories) of assigned tasks, and the teacher's algorithm has to conform to them. The calculation of student grades therefore ends up being quite a complicated process — one that is extraordinarily time consuming and not easily done without rather sophisticated grading software or a fancy spreadsheet.

Web-based grading, now required by many schools in order to simplify school data processing and to make grades available online for students and parents/guardians, would seem to be an ideal grade calculation time-saver. However, web-based solutions offer relatively little in the way of algorithm flexibility (to say nothing of report generation capability or accessibility/compatibility of data files) — and they require an internet connection to function.

Grades2Go™ provides a choice of three algorithms that should accommodate most needs:

- **WO** 71 (**W**eights **O**nly)
- **WC** 72 (**W**eights within **C**ategories)
- **PC** 74 (**P**oints within **C**ategories)

Unlike most web-based solutions, the choice of algorithm does not have to be made at the beginning of a school year. In fact, each term of each classroom section can have a different grading algorithm, and the algorithm can be finalized as late as a teacher desires (but preferably before the first progress reports are generated). With Grades2Go™, algorithms can be changed for the same data with a single command button, making "what if" experimentation a snap.

The following three topics describe each of these algorithms in detail.

4.1 WO Algorithm (Weights Only)

The **WO Algorithm** (**W**eights **O**nly) is the simplest of the three algorithms. It assumes that each Task is assigned a relative weight. To make weight assignment easier, each Task is assigned a Type Code and each Code is assigned a relative weight. The term grade is then a simple weighted average of all the Task grades.

Let's simulate the calculation on a simple spreadsheet.

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First, let's set the following Task Types and relative weights:

Task Type	Type Code	Relative Wgt
Participation	P	0.2
Homework	H	0.1
Double Homework	DH	0.2
Quiz	Q	0.5
Test	T	1.0

Now some Tasks, grades, and calculations:

Task	Code	Relative Weight	Student's Grade (%)	Grade (%) x Relative Weight
Reflections on Summer Reading	H	0.1	90	9
Classroom Discusssion on Tolstoy	P	0.2	75	15
Paragraph on English Literature	DH	0.2	80	16
Web Research Exercise	H	0.1	100	10
Quiz on 18th Century Poets	Q	0.5	96	48
First Test	T	1.0	85	85
Totals		**2.1**	**---**	**183**

Finally, using the Totals of the **Relative Weight** and **Grade(%) x Relative Weight** columns on the bottom row,

Term Grade = (Grade(%) x Relative Weight) / Relative Weight = 183 / 2.1 = 87.14%

4.2 WC Algorithm (Weights within Categories)

The **WC Algorithm** (**W**eights within **C**ategories) also assumes that each task is assigned a relative weight. As in **WO Algorithm**, each Task is assigned a Type Code and each Code is assigned a relative weight. However, the concept of **Categories** is now added to the calculation.

A Category is a grouping of Task Type Codes that has an assigned percent weight in the Term calculation. The total of all Category weights is, by definition, 100%. The term grade is the weighted average of all the Category grades. Each Category grade is, in turn, a weighted average of all the Tasks having Type Codes included in that Category.

Let's simulate the calculation on a simple spreadsheet, with the same Tasks and grades as in the **WO Algorithm**, but with the addition of Categories.

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First, we have the Task Types and relative weights:

Task Type	Type Code	Relative Wgt
Participation	P	0.2
Homework	H	0.1
Double Homework	DH	0.2
Quiz	Q	0.5
Test	T	1.0

Let's define the Categories as follows, showing the included Task Types for each and the set Term Weights:

Category	Included Type Codes	Term Wgt %
Group Skills	P	10%
Assignments	H, DH	20%
Assessments	Q,T	70%
Total	**---**	**100%**

Using the same Tasks and grades as in **WO**, we now perform weighted average calculations for each of the three Categories:

Group Skills Category Tasks	Code	Relative Weight	Student's Grade (%)	Grade (%) x Relative Weight
Classroom Discusssion on Tolstoy	P	0.2	75	15
Totals		**0.2**	**---**	**15**

Group Skills Category Grade = 15 / 0.2 = 75%

Assignments Category Tasks	Code	Relative Weight	Student's Grade (%)	Grade (%) x Relative Weight
Reflections on Summer Reading	H	0.1	90	9
Paragraph on English Literature	DH	0.2	80	16
Web Research Exercise	H	0.1	100	10
Totals		**0.4**	**---**	**35**

Assignments Category Grade = 35 / 0.4 = 87.5%

Assessments Category Tasks	Code	Relative Weight	Student's Grade (%)	Grade (%) x Relative Weight
Quiz on 18th Century Poets	Q	0.5	96	48
First Test	T	1.0	85	85
Totals		**1.5**	**---**	**133**

Assessments Category Grade = 133 / 1.5 = 88.67%

Finally, we weight average the Category grades that have just been calculated:

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Category	Term Wgt %	Grade	Term Wgt x Grade
Group Skills	10%	75%	7.5
Assignments	20%	87.5%	17.5
Assessments	70%	88.67%	62.07
Total	**100%**	**---**	**87.07%**

Term Grade = sum of last column = 87.07%

4.3 PC Algorithm (Points within Categories)

The **PC Algorithm** (**P**oints within **C**ategories) does away with the concept of relative weights used by **WO** and **WC** and assumes that each Task is assigned a maximum number of achievable points. Task Types and Categories remain, as in **WC**.

Identical to **WC**, a **Category** is a grouping of Task Type Codes that has an set percent weight in the Term calculation. The total of all Category weights is, by definition, 100%. The term grade is the weighted average of all the Category grades. However, each Category grade is now a simple calculation of the total number of earned points for all Tasks with Type Codes included in that Category, divided by the maximum number of achievable points.

Let's simulate the calculation on a simple spreadsheet, with the same Categories, Tasks and grades as in the **WC Algorithm**.

First, we have the same Task Types, but the relative weights are now meaningless:

Task Type	Type Code	Relative Wgt
Participation	P	---
Homework	H	---
Double Homework	DH	---
Quiz	Q	---
Test	T	---

Categories are defined as in **WC**, showing the included Task Types for each and the set Term weights:

Category	Included Type Codes	Term Wgt %
Group Skills	P	10%
Assignments	H, DH	20%
Assessments	Q,T	70%
Total	**---**	**100%**

We use the same Tasks and grades as in **WO**, but we now tabulate the maximum points achievable for each Task as well as the earned points. Grades are calculated for each of the three Categories on the

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basis of earned points divided by total points:

Group Skills Category Tasks	Code	Earned Pts	Maximum Pts	Student's Grade (%)
Classroom Discusssion on Tolstoy	P	7.5	10	75
Totals		**7.5**	**10**	**---**

Group Skills Category Grade = 7.5 / 10 = 75%

Assignments Category Tasks	Code	Earned Pts	Maximum Pts	Student's Grade (%)
Reflections on Summer Reading	H	9	10	90
Paragraph on English Literature	DH	16	20	80
Web Research Exercise	H	10	10	100
Totals		**35**	**40**	**---**

Assignments Category Grade = 35 / 40 = 87.5%

Assessments Category Tasks	Code	Earned Pts	Maximum Pts	Student's Grade (%)
Quiz on 18th Century Poets	Q	48	50	96
First Test	T	85	100	85
Totals		**133**	**150**	**---**

Assessments Category Grade = 133 / 150 = 88.67%

Finally, we weight average the Category grades that have just been calculated:

Category	Term Wgt %	Grade	Term Wgt x Grade
Group Skills	10%	**75%**	7.5
Assignments	20%	**87.5%**	17.5
Assessments	70%	**88.67%**	62.07
Total	**100%**	**---**	**87.07%**

Term Grade = sum of last column = 87.07%

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User Interface

Part V

5 User Interface

Grades2Go™ Desktop has been designed to be user-friendly and intuitively logical, with your objectives achievable in just a few clicks of the mouse. No matter where you are in the program, your next steps should be fairly obvious from the various labels and captions. But should you find you need some help, there are some easy ways to get it:

- Notice that as you briefly hover over many of the text boxes, buttons and controls, a helpful description pops up. These popups are of great help while leaning the program, probably answering most "what is this" questions you may have.
- For more detailed information, click on the closest **Help** button . This will put the program into **Help Mode** , meaning that instead of usual operation, clicks on most buttons, controls, and screen areas will open **Grades2Go™ Help** indexed to information about, or related to, that item. **Help Mode** remains in effect until the **Help** button is clicked again.
- Complete Help options are always available at **Main Menu > Help**.

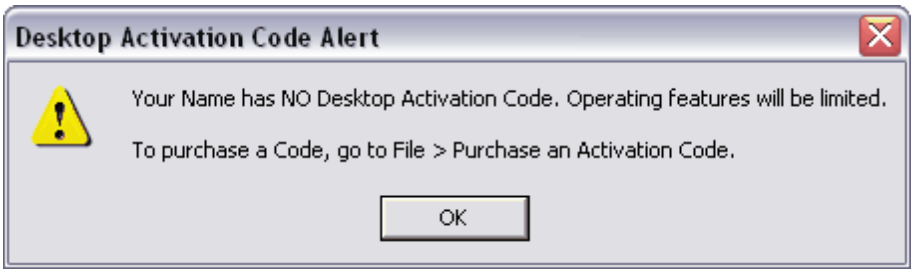
Remember ... you have a sandbox!

Remember that you can always return to the Sample Teacher *sandbox* at any time! Just click on **File > Select User > Sample Teacher**. When done, reselect your own user name from the user list.

5.1 Startup Windows

Upon startup, Grades2Go™ Desktop may display one or more alert windows before anything else appears on the screen. Here are the most common types:

New user with no Activation Code ...
(after a User is added, appears at each startup until an Activation Code is purchased)


Desktop Activation Code Alert
Your Name has NO Desktop Activation Code. Operating features will be limited.
To purchase a Code, go to File > Purchase an Activation Code.
OK

User with an invalid Activation Code ...
(if an entered Activation Code is unsuitable for this product, appears at each startup until a valid Code is purchased)

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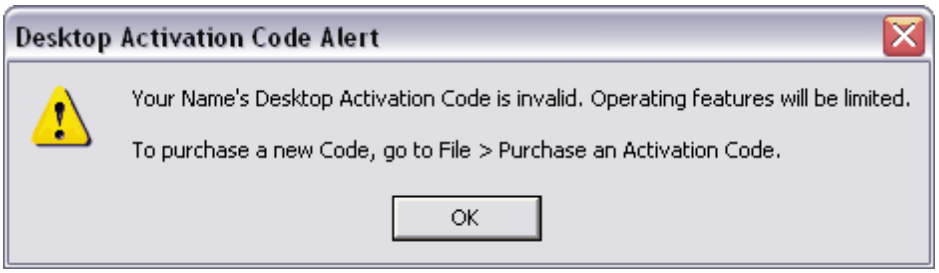
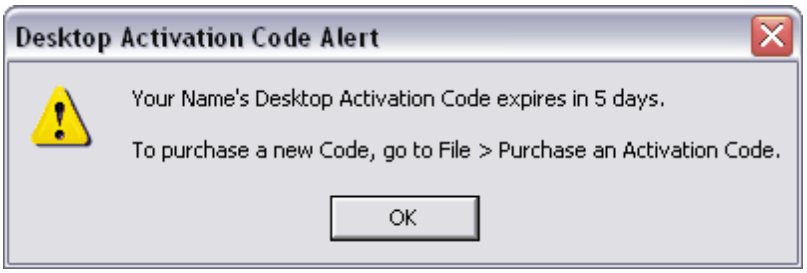
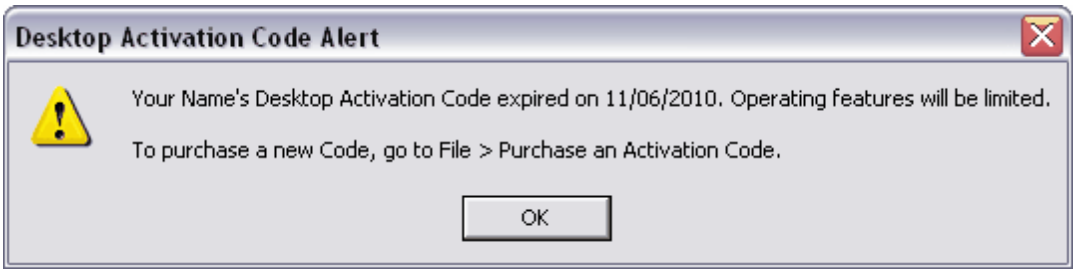

Desktop Activation Code Alert
Your Name's Desktop Activation Code is invalid. Operating features will be limited.
To purchase a new Code, go to File > Purchase an Activation Code.
OK

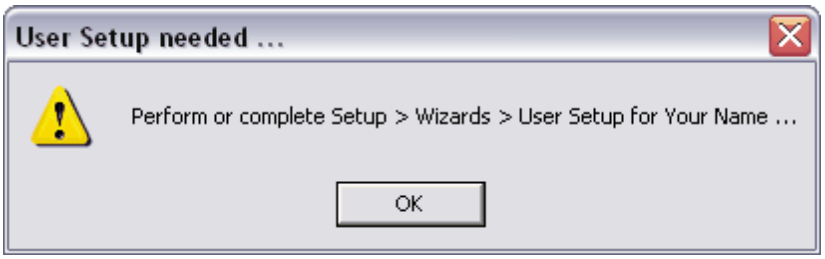
Activation Code about to expire ...
(appears at each startup beginning 15 days before expiration)


Desktop Activation Code Alert
Your Name's Desktop Activation Code expires in 5 days.
To purchase a new Code, go to File > Purchase an Activation Code.
OK

Expired Activation Code ...
(appears at each startup as soon as expiration date has passed)


Desktop Activation Code Alert
Your Name's Desktop Activation Code expired on 11/06/2010. Operating features will be limited.
To purchase a new Code, go to File > Purchase an Activation Code.
OK

Need to perform User Setup ...
(appears at startup if User Setup is in progress or if missing User databases are detected)



Need to perform Year Setup ...
(appears at startup if Year Setup is in progress or if missing School databases are detected)

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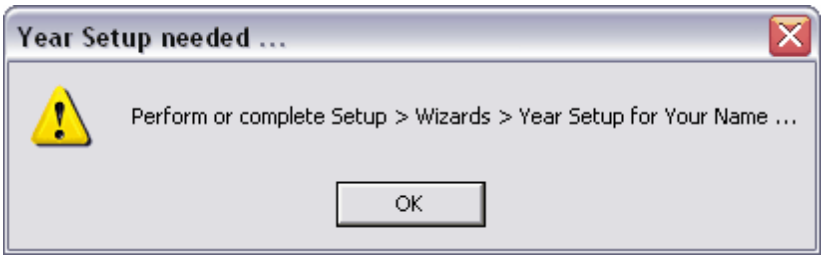
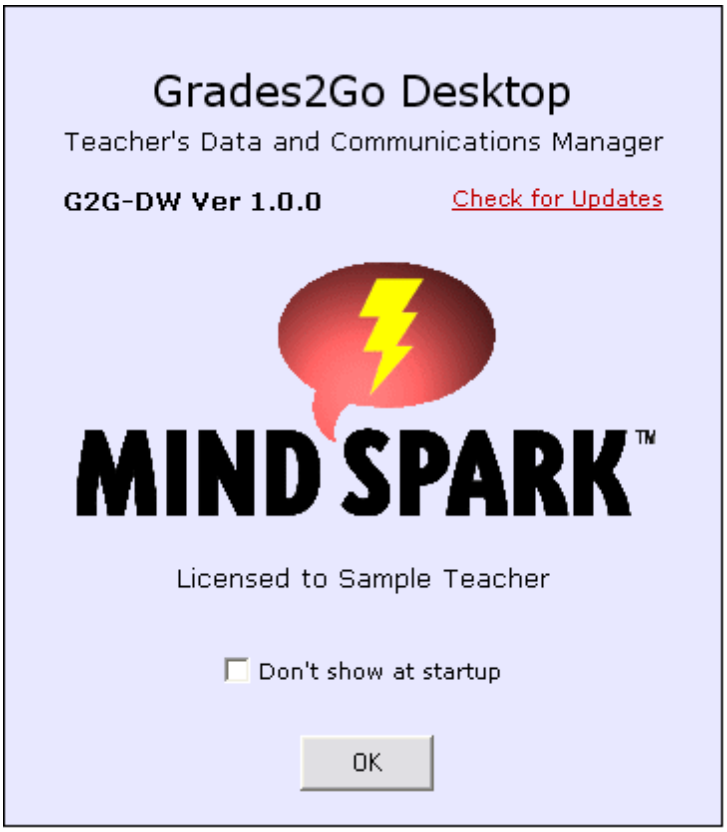


After clicking **OK** on any number of these alerts, the **Main Menu** window appears, followed immediately by the **Mindspark Intro** screen. The **Intro** can be one of two styles:

Simple Intro — no school server
(school databases local to User's computer)



Download Intro — school server
(school databases hosted on school server)

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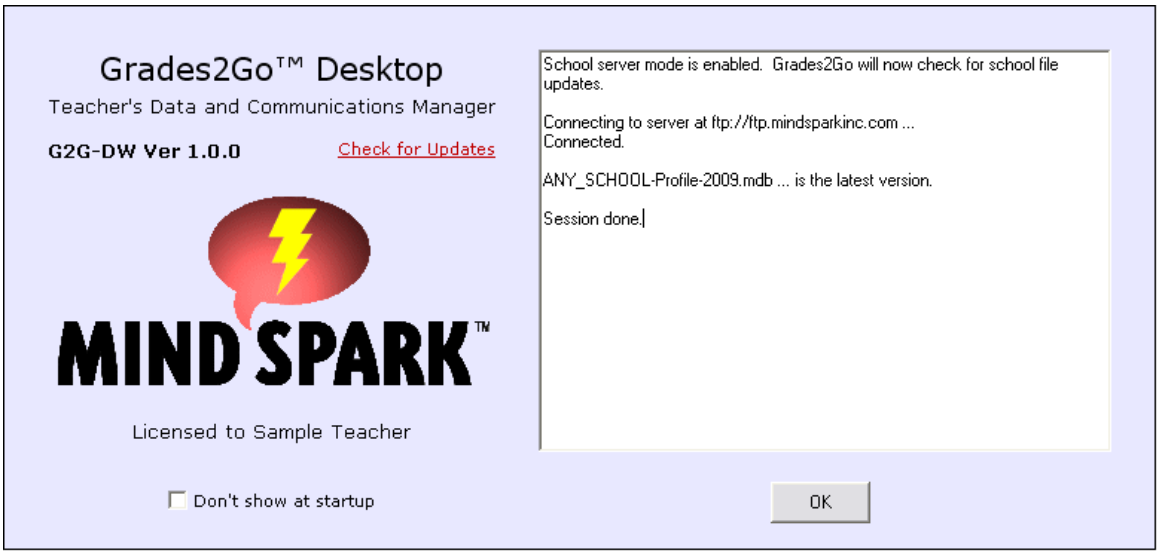

Grades2Go™ Desktop
Teacher's Data and Communications Manager
G2G-DW Ver 1.0.0
Check for Updates
MIND SPARK™
Licensed to Sample Teacher
Don't show at startup
School server mode is enabled. Grades2Go will now check for school file updates.
Connecting to server at ftp://ftp.mindsparkinc.com ...
Connected.
ANY_SCHOOL-Profile-2009.mdb ... is the latest version.
Session done.
OK

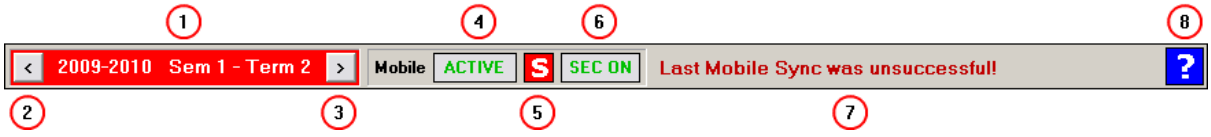
Download Intro appears if the **Server-Based Data** box is checked in **Setup > School > Profile** 100. Otherwise, **Simple Intro** appears. If school data is hosted on a server, **Download Intro** immediately connects to the server, compares server files to existing ones on the desktop, and downloads updates if necessary. Files can be designated for download in **Setup > School > Profile** 100, on an individual basis.

Both **Intro** screens show the installed Grades2Go™ Desktop product number and version. Clicking on **Check for Updates** initiates an automatic check of Mindspark's server for a later version of Desktop, as well as the Mobile Companion and Sync applications (if applicable). Below the licensee name, the **Don't show at startup** checkbox allows the intro display to be suppressed at startup if desired. If file downloads are disabled at startup, they can be performed manually via **Connect > Check/Download School Databases** 190. If these startup windows are suppressed, they can be easily re-enabled via **File > User Preferences** 87.

Clicking on ?Help™ opens the **Help System Tutorial** 23 and **Manual** opens the User Manual.

5.2 Status Bar

The **Status Bar** is located just below the menu selection lines of the **Main Menu** and **Section Dashboard** windows. Its components keep you informed of Grades2Go™ system status:



Key	Item	Function
1	**Currently Viewed**	**Main Menu:** indicates default year/semester/term (*not* red background as shown here); default year/sem/term is set

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	Term Panel	via **Setup > Default Year/Term** or by double-clicking in this area **Section Dashboard:** indicates currently viewed year/ semester/term; red background if not the default year/ semester/term
2	**Previous Term Button**	visible only in **Section Dashboard** window, and only for second term and higher; clicking changes **Currently Viewed Term Panel** display and shows section data for the previous term
3	**Next Term Button**	visible only in **Section Dashboard** window, and only for second term and higher; clicking changes **Currently Viewed Term Panel** display and shows section data for the previous term
4	**Mobile Device Enable Button**	**NONE** indicates no device has been set up or enabled **ACTIVE** indicates a mobile device has been set up and enabled **INVALID** indicates in invalid Mobile Activation Code **EXPIRED** indicates that the Mobile Activation has expired and a new one needs to be purchased **CODE!** indicates that a Mobile Activation Code has not yet been purchased clicking this button is equivalent to selecting **File > Setup > Mobile Device > Enable/Disable** 159
5	**Mobile Sync Status**	visible only if **Mobile Device Enable** is **ACTIVE**, **EXPIRED**, or **CODE!** S indicates that synchronization software is properly installed and that the last mobile data sync (if any) was successful; clicking displays the **Mobile Sync Log** (equivalent to clicking **File > Mobile Sync Log**) S indicates a synchronization alert condition: the last mobile data synchronization was unsuccessful, the **Mobile Activation Code** has expired, or synchronization software is not completely (or properly) installed; clicking brings up a summary of the alert(s) and helpful links
6	**Section Sync Status**	visible only in **Section Dashboard** window **SEC ON** indicates current section has been included for mobile synchronization **SEC OFF** indicates current section has been excluded from mobile synchronization
7	**Alert Message**	Grades2Go™ displays various messages here, as needed
8	**?Help™ Help Mode Button**	? indicates Grades2Go™ is in its normal operating mode; clicking puts Grades2Go™ into **Help Mode** and

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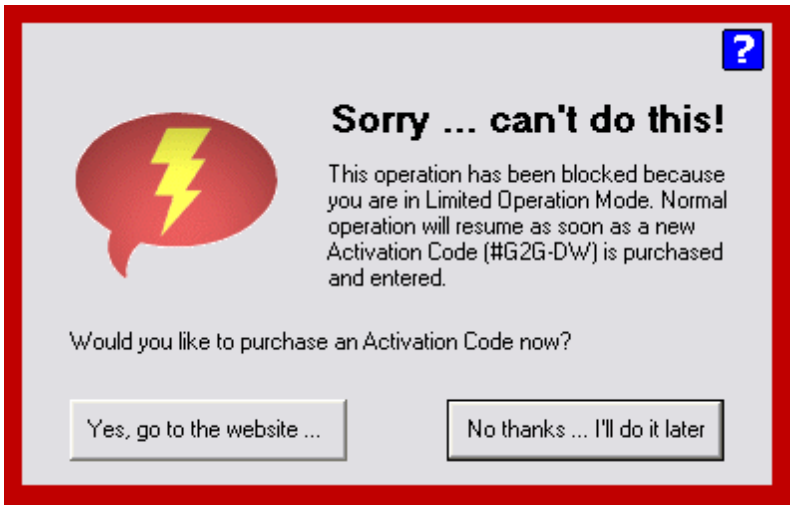
sets an alert message

indicates Grades2Go™ is in **Help Mode**; clicking returns Grades2Go™ to normal operating mode

5.3 Limited Operation Mode

Limited Operation Mode is triggered if a User has no Desktop Activation Code, if the Code has expired, or if the Code is invalid. Limited Operation is indicated at the end of the top line of the main window:

In Limited Operation Mode, some key data operations are blocked upon reaching certain limits, displaying the Limited Operation alert:


Sorry ... can't do this!
This operation has been blocked because you are in Limited Operation Mode. Normal operation will resume as soon as a new Activation Code (#G2G-DW) is purchased and entered.
Would you like to purchase an Activation Code now?
Yes, go to the website ...
No thanks ... I'll do it later

The limits causing this alert are as follows:

- No more **Students** 149 can be added if there are already 5 or more in the Section
- No more **TERM Tasks** 261 can be assigned if there are already 5 or more for the Section
- No more tasks can be added to a **Course Task Archive** 195 if there are already 5 or more for the Course
- No more **Student Journal** 333 entries can be added if there are already 10 or more for the Section
- No more **EP Log** 139 entries can be added if there are already 5 or more for the Section

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- No more **TERM Attendance** 283 marks can be added or edited if there are already 100 or more for the Section
- No more **TERM Grades** 269 can be entered or edited if there are already 25 or more for the Section
- If a server is used, no **Student Edit uploads** 191 are possible
- If a server is used, no **IEP Log uploads** 193 are possible

These limits have been chosen to allow a User to set up a school year and enter a fair amount of data before any operations are blocked. Limited Operation Mode is lifted immediately upon entering a new Activation Code 91 (Grades2Go™ Desktop requires Activation Code #G2G-DW).

5.4 Main Menu Selections

Main Menu Selections are visible at startup and show all available Grades2Go™ Desktop operations. These selections and their sub-menus are covered in separate topics.

File	User maintenance, Activation Codes, and mobile synchronization logs	topics >> 86
Setup	main setup commands for general school and teacher data, server hosting, and mobile device synchronization	topics >> 97
Connect	school data download/upload commands, visible only if program is set up to interact with data hosted on a school server	topics >> 189
SECTION DASHBOARDS	section data dashboards for all course sections taught in currently selected year	topics >> 233
Course Task Archives	personal task archives for all courses taught in currently selected year	topics >> 195
Reference Info	teacher, school and student info in read-only mode; same information as in **Setup**, but accessing here eliminates risk of affecting data	topics >> 201
Data Folders	quick shortcuts directly to folders containing Grades2Go™ data files (displays via **Windows Explorer**)	topics >> 216
Help	quick shortcuts to program-based and online help options	topics >> 226

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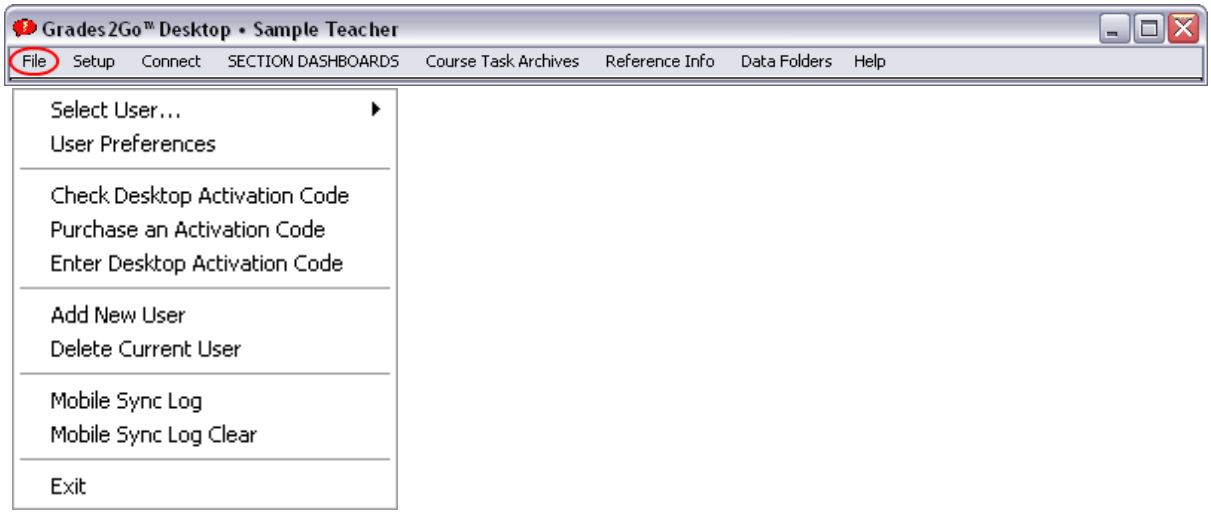
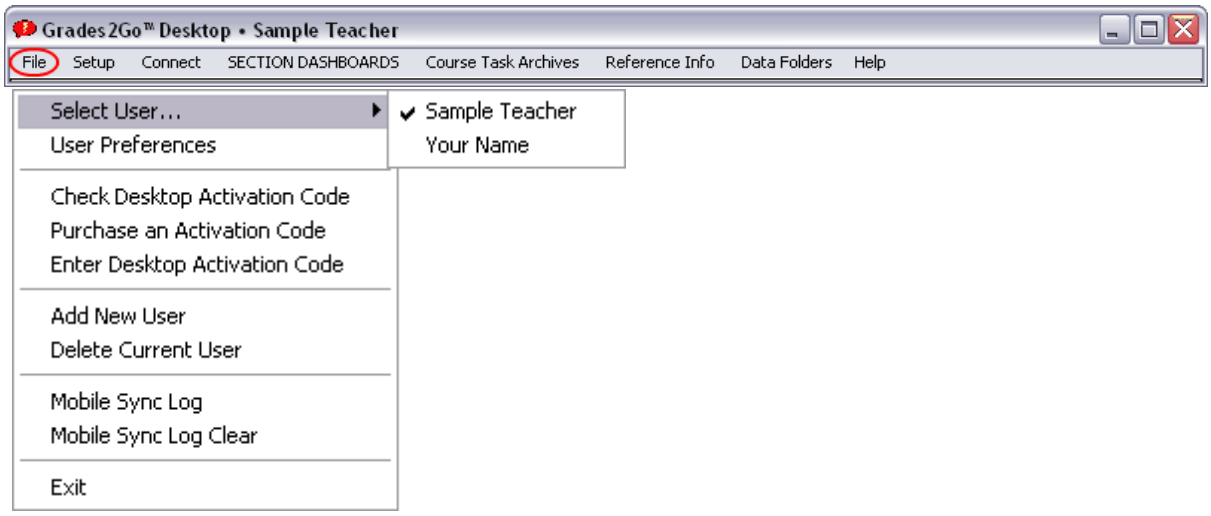
5.4.1 File



File contains all commands necessary for controlling User accounts, Activation Codes, and mobile synchronization logs. Each command is explored in detail in the following topics.

5.4.1.1 Select User



Select User opens a list of all Grades2Go™ Users accessible under the current Windows Login. The current User is checked. At initial Grades2Go™ startup, **Sample Teacher** is the only User on the list. Anyone is welcome to use **Sample Teacher** as a convenient *sandbox* at any time, to add, edit, or freely experiment with data.while learning the many features of Grades2Go™ Desktop.

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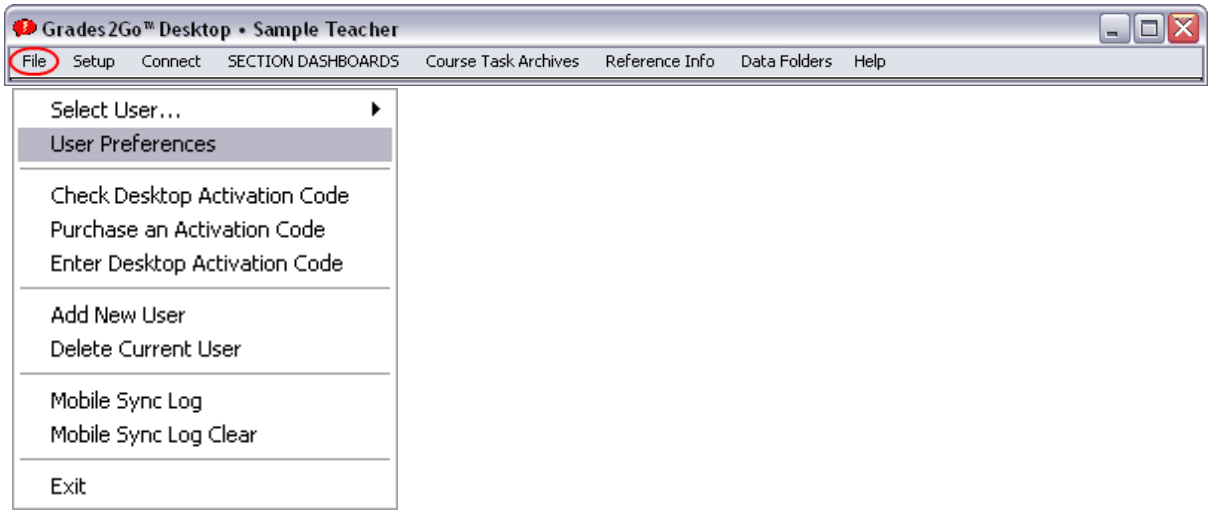
Names can be removed (deleted) from this list without affecting accumulated data. See **Delete Current User** 94.

Remember ... you have a sandbox!

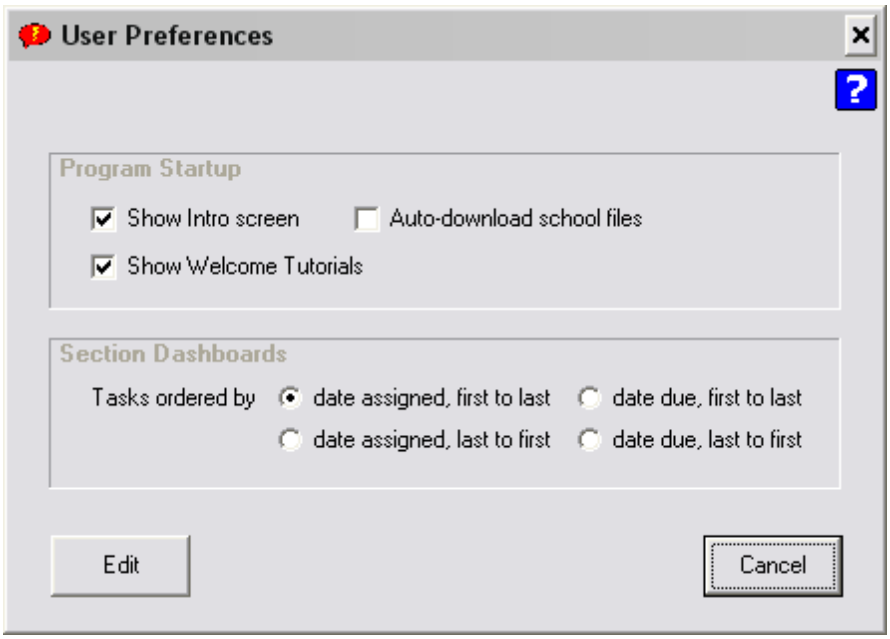
Remember that you can select and use the **Sample Teacher** *sandbox* at any time! When done, reselect your own user name from **Select User**.

5.4.1.2 User Preferences



User Preferences customizes Desktop operation for the Current User.

Screenshot



Controls

Control	Function
Program Startup Preferences	
Show Intro screen	checkbox controls whether **Intro Screen** 79 is displayed at program startup
Auto-download school files	checkbox controls whether latest school files are automatically downladed at program startup (applies only if school server operation 100 is enabled and if **Show Intro screen** is checked)
Show Welcome Tutorials	checkbox controls whether introductory tutorials are displayed at program startup
Section Dashboards Preferences	
Tasks ordered by	a selection of options for listing Tasks in **Section Dashboards** 194; the selected option affects the order of Tasks in the **TERM Tasks** 261 and **TERM Grades** 269 views
Edit/Save Button	clicking on **Edit** enables editing of displayed settings; **Save** stores edited settings to the user database

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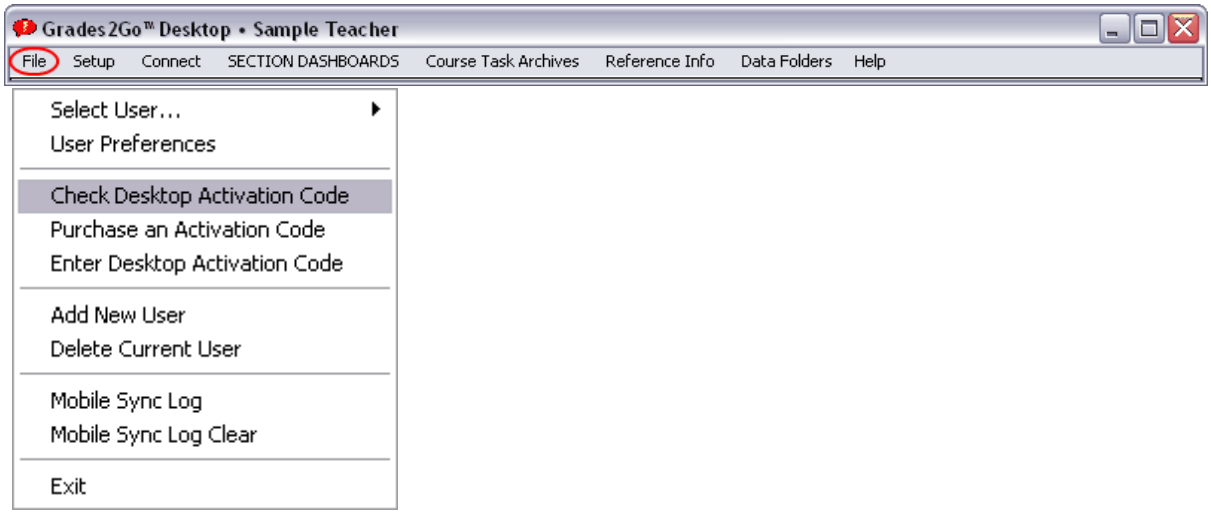
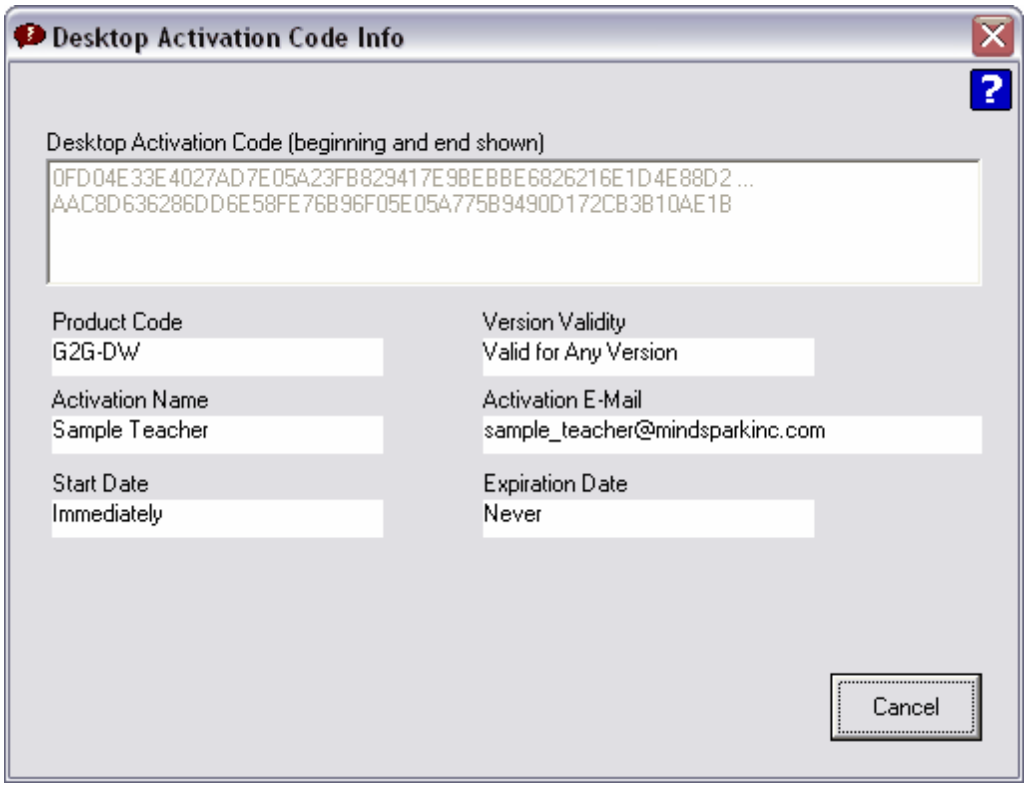
5.4.1.3 Check Desktop Activation Code



Check Desktop Activation Code shows license details for the Current User.

Screenshot



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Controls

Control	Function
Desktop Activation Code	the beginning and end thirds of the User's Desktop Activation Code
Product Code	Mindspark's code for this software product (**G2G-DW**)
Version Validity	if not a version-limited license, entry reads **Valid for Any Version**; otherwise, version and revision existing at time of purchase are shown
Activation Name	the User Name associated with this Activation Code
Activation E-Mail	the email associated with this Code; used to notify User of version updates
Start Date	the date the Activation Code becomes effective
Expiration Date	the last day the Activation Code is effective
Purchase Button	visible if Code is invalid or expired; clicking opens Mindspark's Online Store webpage

Activation Codes

Activation Codes are offered in various differently priced options. Occasionally, Mindspark may also offer options with special activation terms, certain versions only, etc. This function summarizes the details of your particular Code, so be sure to check it occasionally.

5.4.1.4 Purchase an Activation Code

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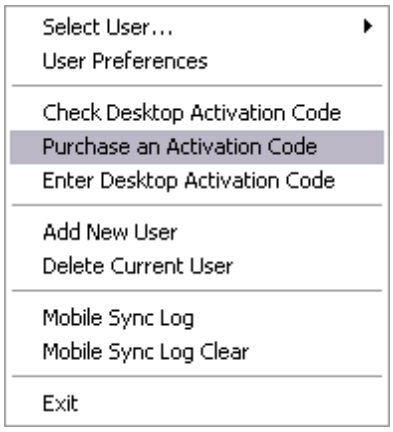
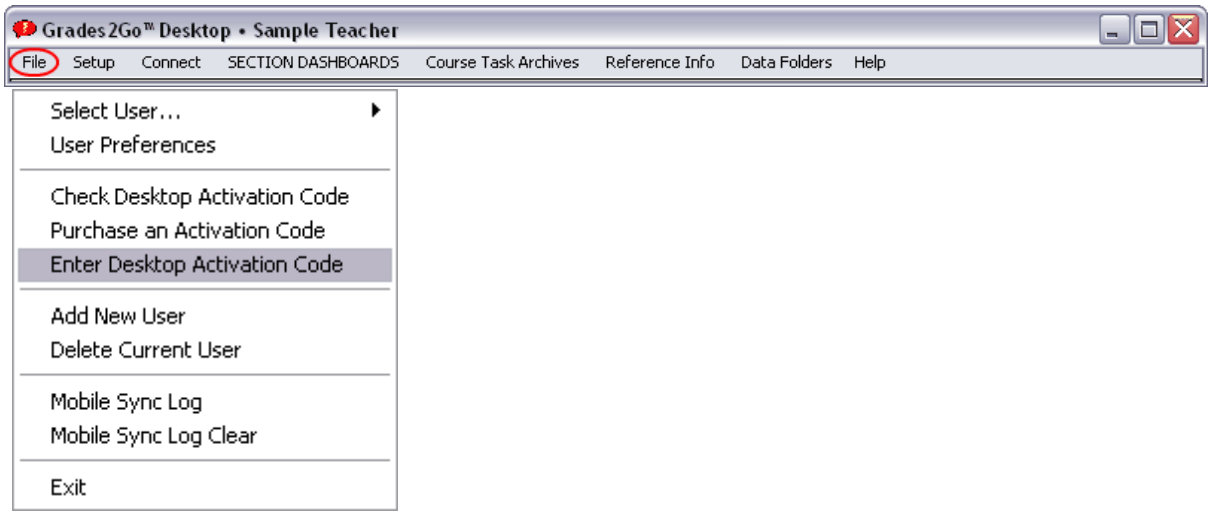


Purchase an Activation Code opens a browser window to Mindspark's Online Store, where Activation Codes can be purchased in various differently priced option. After receiving a Code from Mindspark, go to **Enter Desktop Activation Code** 91.

More info can be found in **Activation Code Purchase and Installation** 65.

5.4.1.5 Enter Desktop Activation Code



Enter Desktop Activation Code brings up the following form:

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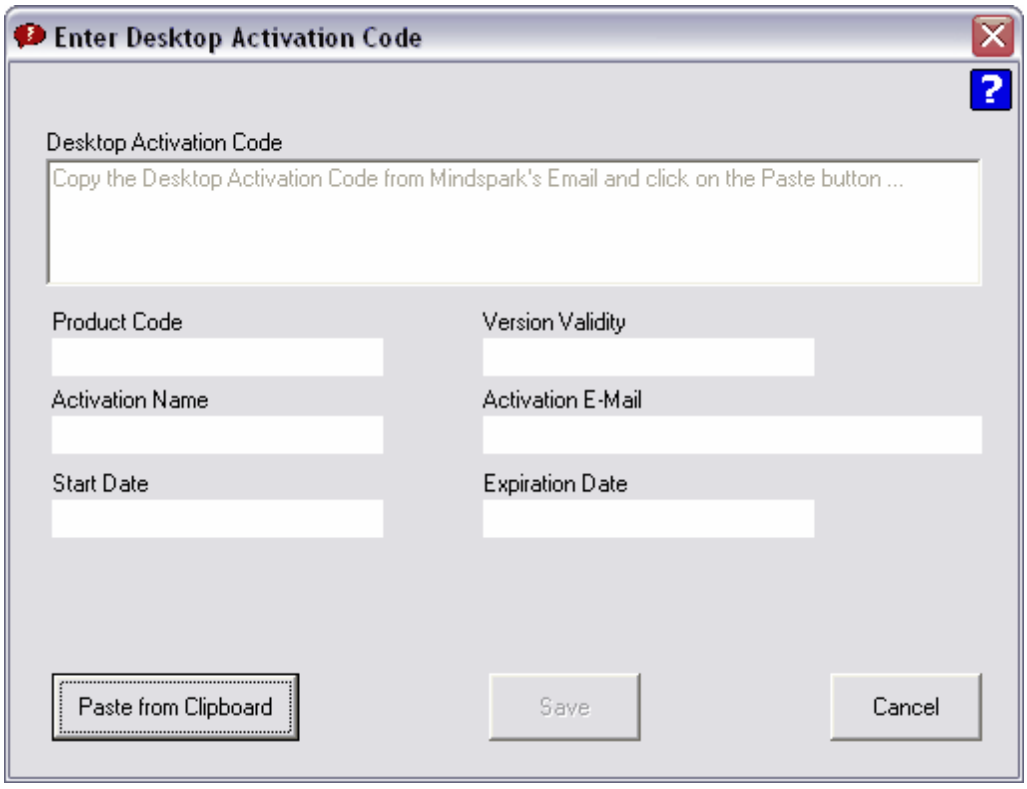

- ❑ From the email your received from Mindspark, carefully copy the entire Activation Code (extremely long!) to the clipboard (select the whole Code, then right-click and select **Copy**).
- ❑ On the form, click on **Paste from Clipboard**. The Activation Code will appear in the top text box, and presuming it's a valid one, so will all the other information. Your information should look similar to **Sample Teacher** (**File > Check Desktop Activation Code** 89 when **Sample Teacher** is selected), except that start and expiration dates will be specified:

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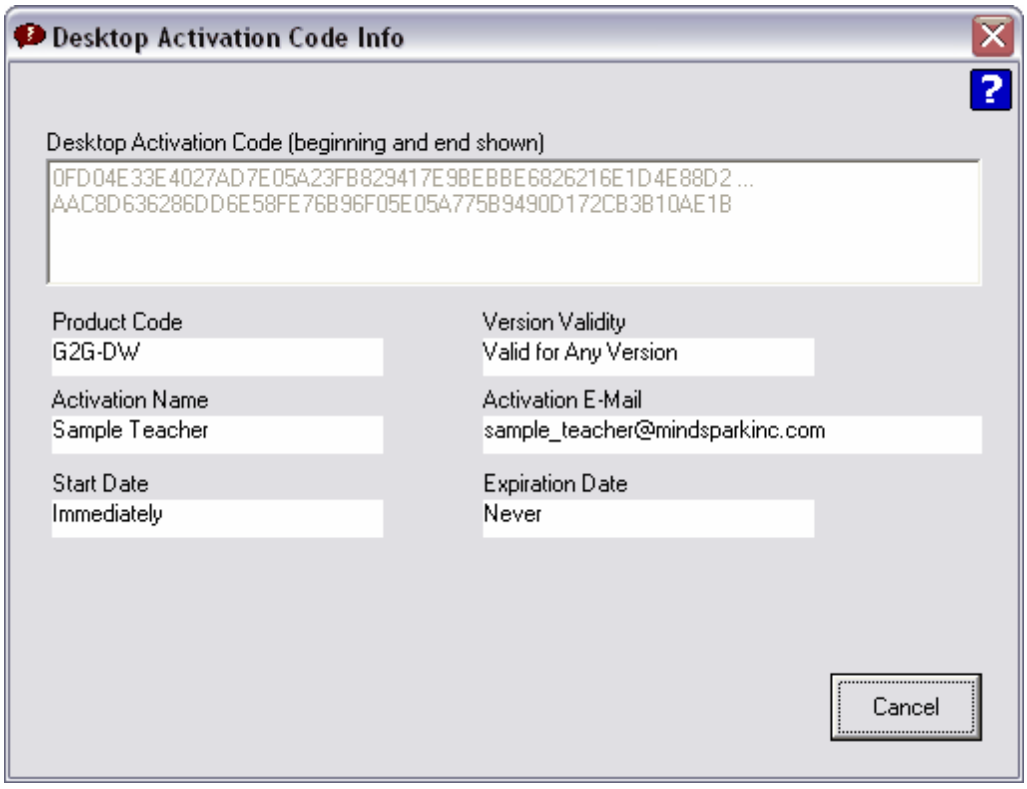

Control	Function
Desktop Activation Code	the Code you just copied from Mindspark's email
Product Code	Mindspark's code for the software product (in this case, **G2G-DW**)
Version Validity	if not a version-limited license, entry reads Valid for Any Version; otherwise, version and revision existing at time of purchase are shown
Activation Name	the User Name associated with this Activation Code (should be same as the name you used to add yourself as a User)
Activation E-Mail	the email address associated with this Code during purchase (will be used to notify you of version updates)
Start Date	the date the Activation Code becomes effective
Expiration Date	the last day the Activation Code is effective
Paste from Clipboard	pastes the current contents of the clipboard (previous **Copy** command) into the Activation Code box; use this to copy and paste the lengthy new Activation Code received via email without any mistakes
Save	saves displayed Activation Code data to a database

- ❑ If your information is correct, click **Save** to accept the Activation Code. If it isn't, or if you have an error message, repeat copying the full Code from the mail (but more carefully!) and click on **Paste from Clipboard** again.

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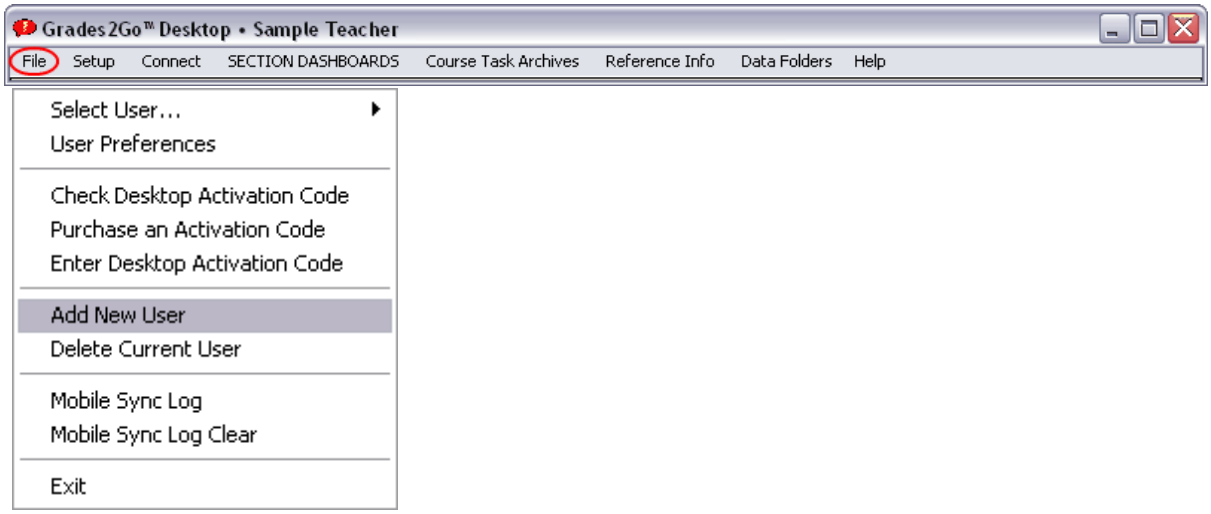
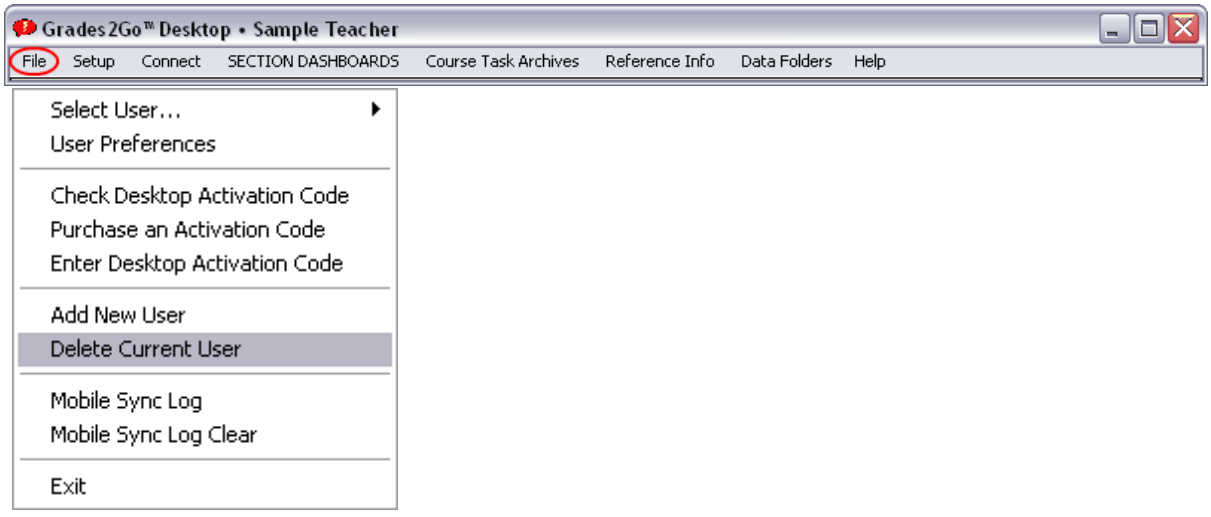
More info can be found in **Activation Code Purchase and Installation** 65.

5.4.1.6 Add New User



Add New User is explained in detail in **Adding Yourself as a User** 26.

5.4.1.7 Delete Current User



Delete Current User removes the currently selected User from the **Select User** list. All of the

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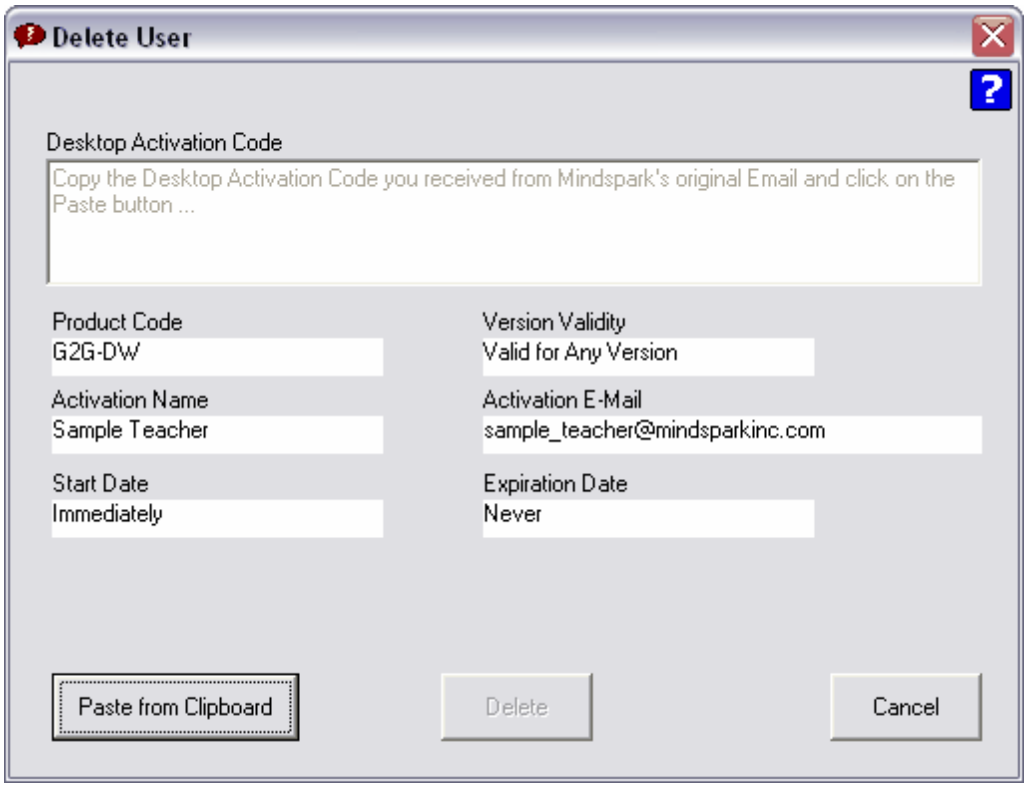
User's folder structures and accumulated data are unaffected by using this command.

(**Your Name** is selected here for explanation purposes)



All information except the Activation Code is displayed for the current User. To delete the User, you must copy the current Activation Code in its entirety from the original Mindspark email and then click **Paste from Clipboard**. If it is the correct Code, it will appear in the **Activation Code** text box and **Delete** will be enabled. Clicking **Delete** will remove the User after a confirmation request.

The deleted User can be reactivated (even without an Activation Code!) with **Add New User** 94, using the deleted User Name. **User Setup** 173 and **Year Setup** 177 will also need to be performed.

Sample User can't be deleted!

The information you see above is for example purposes only. In reality, Sample User can't be deleted because it represents your ***sandbox*** for learning and experimenting with Grades2Go™, and the Delete operation is inhibited before this form is ever displayed.

5.4.1.8 Mobile Sync Log

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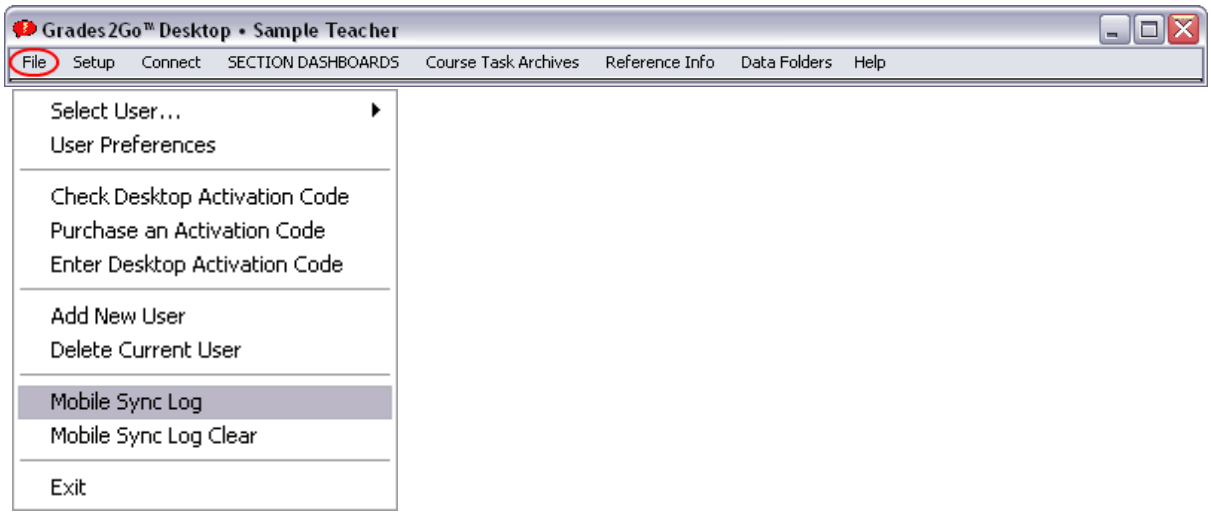
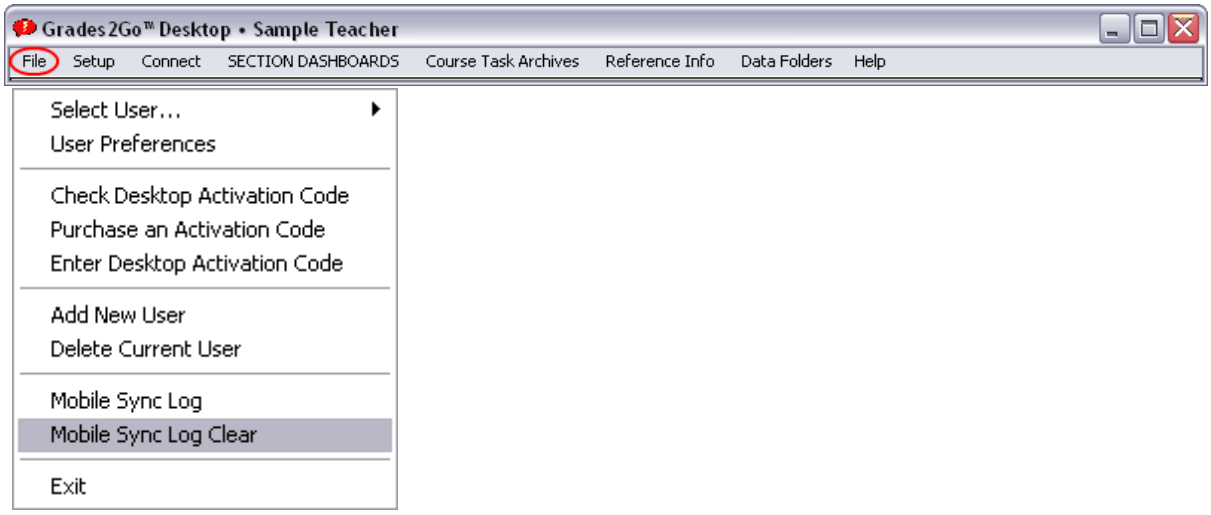


Mobile Sync Log and **Mobile Sync Log Clear** are available only if a supported mobile device has been set up and enabled in Grades2Go™ (**Setup > Mobile Device > Enable** 159).

During every mobile synchronization, the Mobile Sync Log records all file uploads/downloads between Grades2Go™ Desktop and the User's mobile device. Mobile Sync Log displays the contents of the Log file (a **.txt** file) in a simple text reader like Microsoft Notepad or Wordpad, in a separate window. The file accumulates with the results of all synchronizations. It can be edited by the User while displayed, or cleared with **Mobile Sync Log Clear** 96.

5.4.1.9 Mobile Sync Log Clear



Mobile Sync Log and **Mobile Sync Log Clear** are available only if a supported mobile device has been set up and enabled in Grades2Go™ (**Setup > Mobile Device > Enable** 159).

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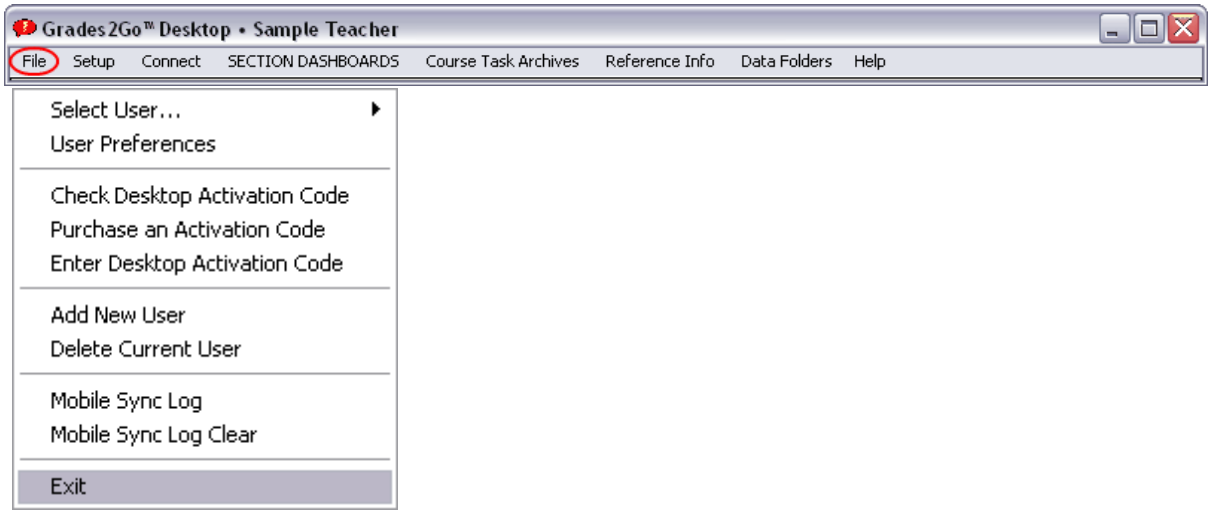
During every mobile synchronization, the Mobile Sync Log records all file uploads/downloads between Grades2Go™ Desktop and the User's mobile device. Mobile Sync Log Clear erases the contents of the file.

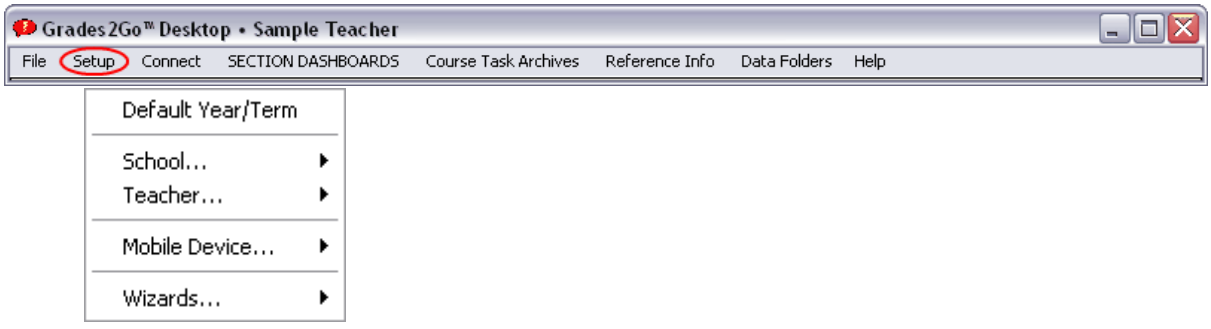
Since this command destroys previous data, it is a good practice to first view the contents of the Log file by selecting **Mobile Sync Log** 95. If there's content you'd like to keep, just copy the displayed text to another file for safekeeping.

5.4.1.10 Exit



Exit closes Grades2Go™ Desktop. The same action can be accomplished by clicking on the Windows button in the top right hand corner of the program window, even if a Section Dashboard is visible.

5.4.2 Setup



Setup contains all commands necessary to set up general school and teacher data, server hosting

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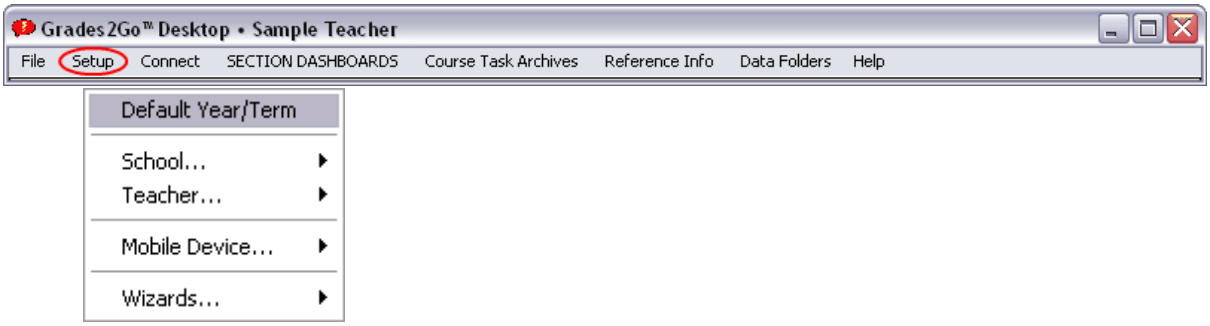
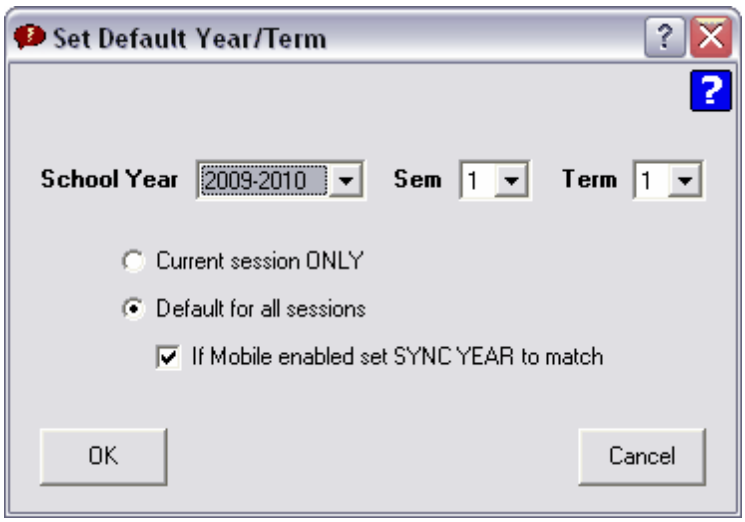
parameters, and optional mobile device synchronization. Each command is explored in detail in the following topics.

5.4.2.1 Default Year/Term



Default Year/Term sets the default school year, semester and term that are visible on **Status Bar** 82 upon startup of Grades2Go™ Desktop. **SECTION DASHBOARDS** also open to the default term. Since retrieval of Grades2Go™ databases is keyed to this default year selection, this command must be used to set the year when retrieving data from previous years. Default Year/Term also determines the term that is first viewed upon opening **Section Dashboards** 233 for a selected Section.

Screenshot



Controls

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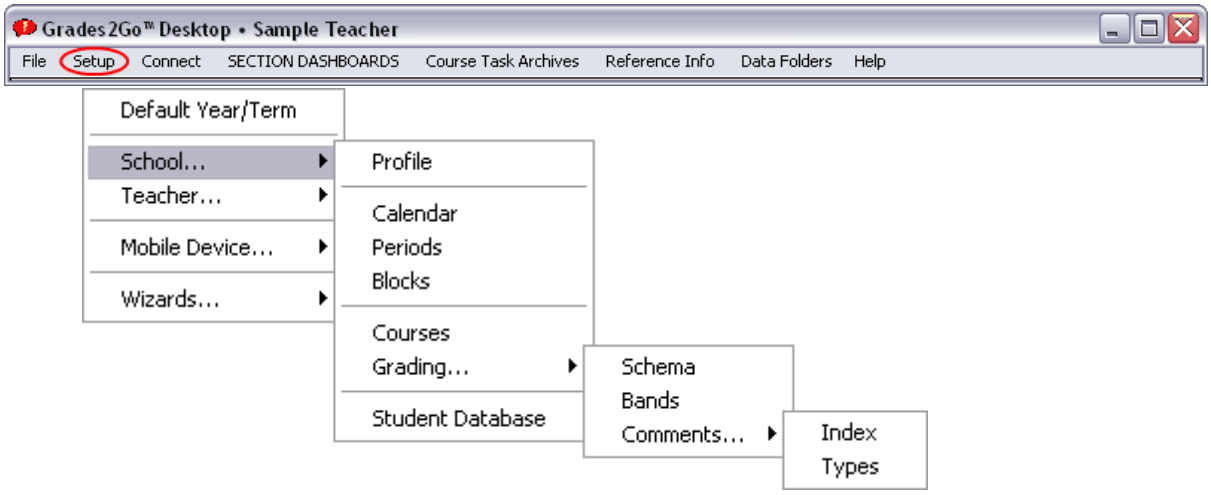
Control	Function
School Year	click on arrow for drop-down school year selection
Sem	click on arrow for drop-down semester selection
Term	click on arrow for drop-down term selection
Current session only	default effective only until program is closed
Default for all sessions	default effective until further change
If Mobile enabled ...	makes Mobile synchronize the selected year's data (a Mobile sync session syncs data for a single year only)

5.4.2.2 School



School commands define school-specific data such as profile info, calendar, periods and blocks, courses, grading scheme, pre-formatted progress report comments, and student information. Each command is explored in detail in the following topics.

IMPORTANT!

School data can be hosted on a server, as explained and controlled in **Profile** 100. If a server is used and a particular database is selected for download, the corresponding command in the menu will be disabled (light text). For example, if **Calendar** is checked on the **Profile** 100 form, **School > Calendar** will be unavailable on this menu because it is controlled by the server. Whether a server is used or not, data is always viewable via **Reference Info** 201.

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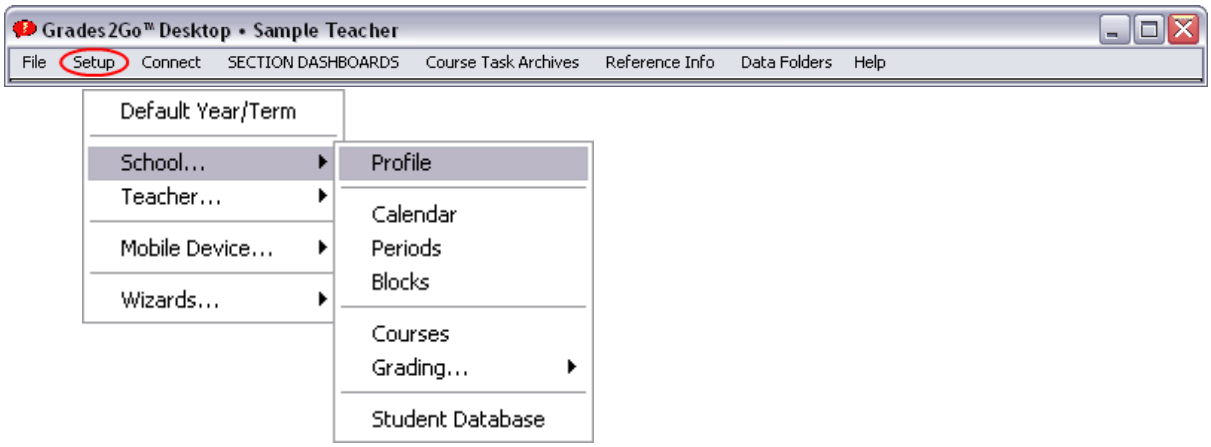
School data can be shared!

Data created by **School** commands can be used by all Grades2Go™ users at the same school. In other words, once the first User enters all necessary School data, the resulting databases can be shared by all other users — data doesn't have to be re-entered by everyone else! See how in **Sharing School Databases** 385.

5.4.2.2.1 Profile



Profile sets basic school information. The form is shown here in **Edit** mode with all controls and text boxes visible.

Screenshot

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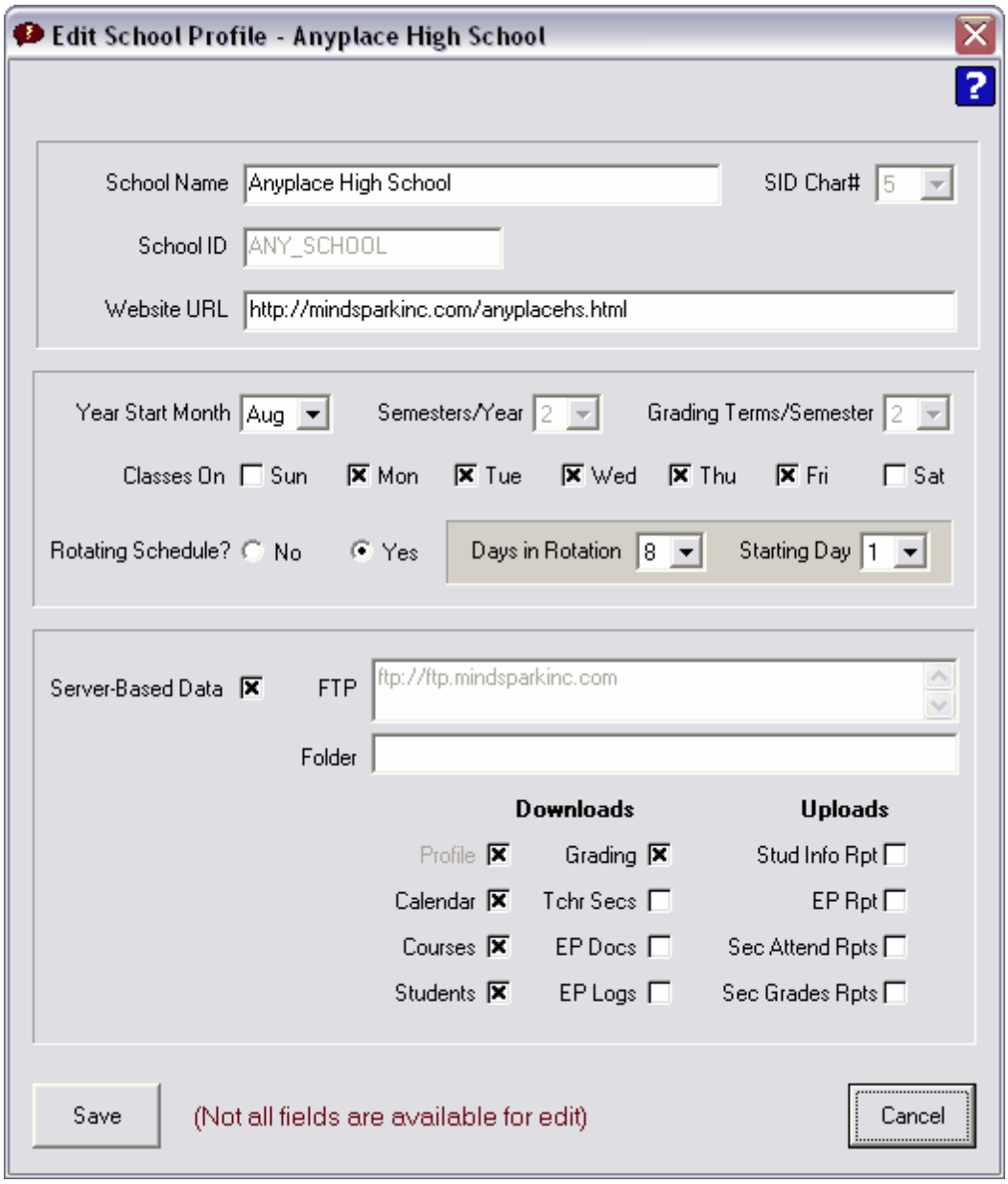

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Controls

Control	Function
School Name	full name of school
School ID	not editable (set during **User Setup** 29)
Stud ID #Chars	the number of characters in the school's student ID code/ number
Website URL	school's website address (http://yourschool.org)
Year Start Month	the month that the school year starts
Semesters/Year	fixed at 2 (may be variable in a future version)
Grading Terms/Sem	fixed at 2 (may be variable in a future version)
Classes On	checks indicate days of the week that school is in session
Rotating Schedule?	**No** if daily schedule is fixed; **Yes** if daily schedule shifts
(only if **Yes**)	
Days in Rotation	the number of days in the rotation cycle
Starting Day	the day of the rotation cycle associated with the first day of school (usually 1)
Server-Based Data	checked if school files are distributed from a server
(only if **checked**)	
FTP	FTP address of the server hosting downloadable school files
Folder	FTP folder on server (if specified)
Downloads	**Profile, Calendar, Courses, Students, Grading, Tchr Secs, EP Docs, EP Logs:** if checked, data must be downloaded from the server, either automatically at **startup** 79 or manually via **Connect** 190 from the Main Menu
Uploads	**Stud Info Rpt, EP Rpt:** if checked, locally-added data can be uploaded to the server via **Connect** 190 **Sec Attend Rpts, Sec Grade Rpts:** if checked, data can be uploaded to the server via **Connect** 238 in individual **Section Dashboards** 233

This data can be shared!

Data created by this command can be used by all Grades2Go™ users at the same school. In other words, once the first User enters all necessary data, the resulting database can be shared by all other users — data doesn't have to be re-entered by everyone else! See how in **Sharing School Databases** 385.

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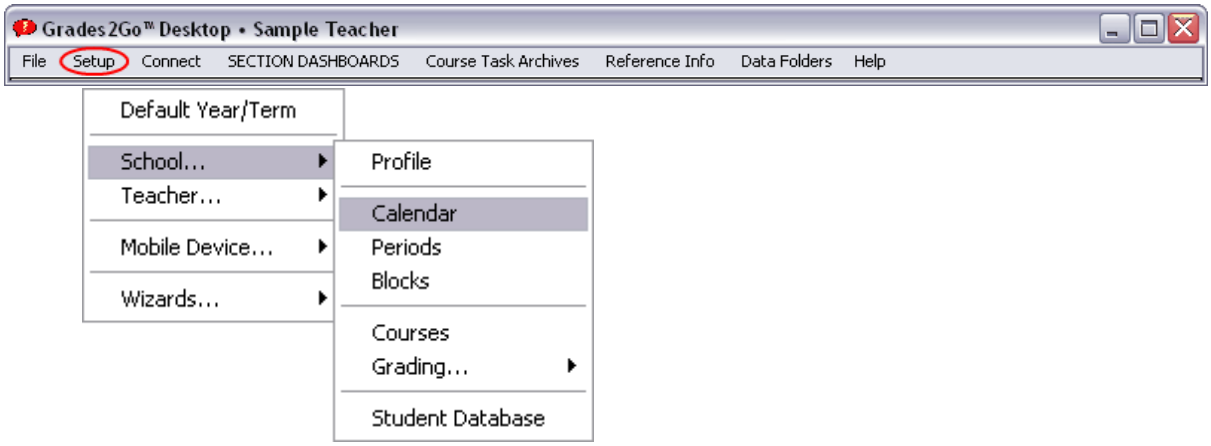
5.4.2.2.2 Calendar



Calendar enables easy setup of all date information for the school year, including semesters start/end, terms start/end, holidays, vacations, special event days, and rotating scheduling if applicable. Grades2Go™ Desktop automatically creates a full calendar for the year (**All Days**) using **Key Days** info created here plus day/rotation info from **Profile** 100.

The Calendar form has three tabs: **Semesters/Terms**, **Key Days**, and **All Days**. Each will be covered separately.

Semesters/Terms Screenshot

(**Edit** mode shown, after pushing **Edit Button**)

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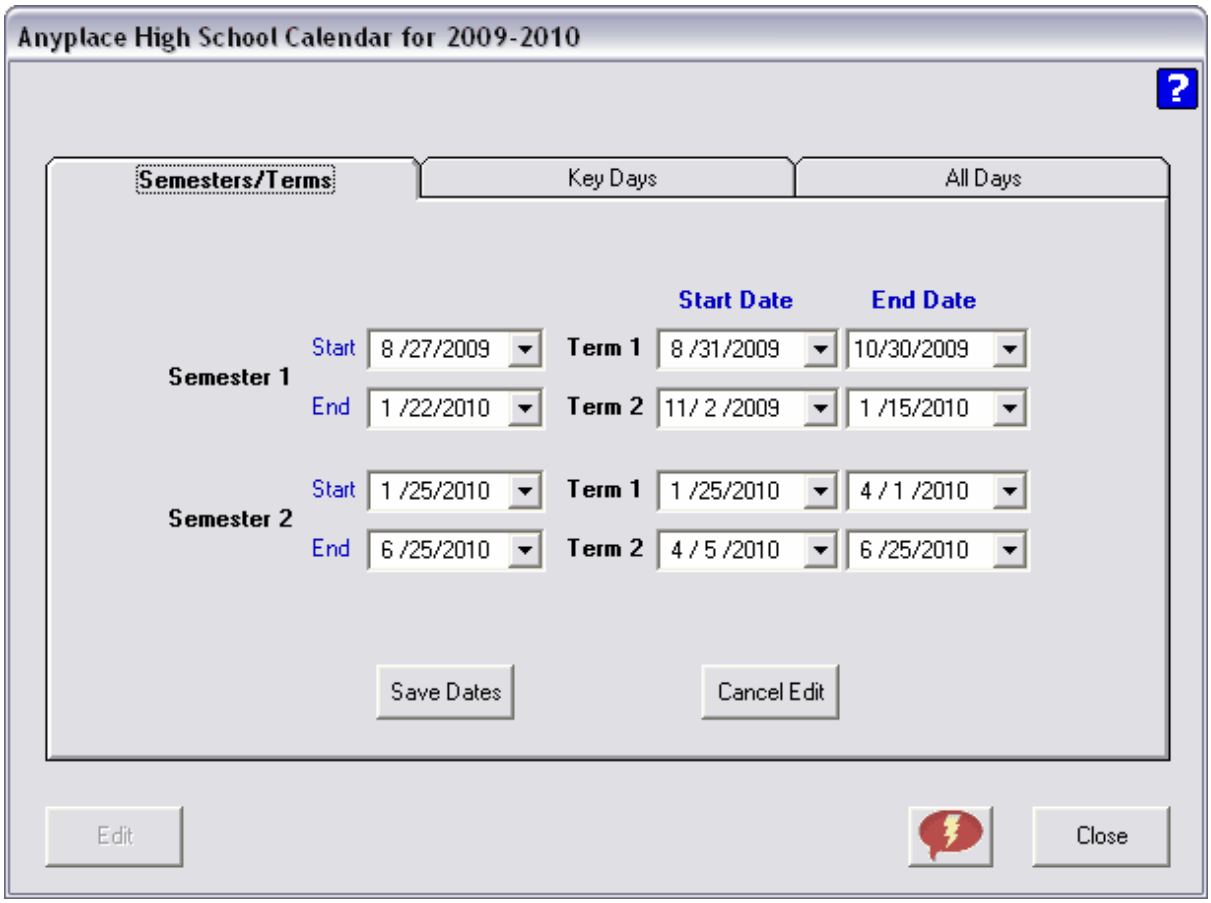

Controls

Control	Function
Semester 1 Start/End	click arrow to select dates from popup calendar
Semester 1 Term 1 Start/End	click arrow to select dates from popup calendar
Semester 1 Term 2 Start/End	click arrow to select dates from popup calendar
Semester 2 Start/End	click arrow to select dates from popup calendar
Semester 2 Term 1 Start/End	click arrow to select dates from popup calendar
Semester 2 Term 2 Start/End	click arrow to select dates from popup calendar
Edit Button	puts this tab into **Edit** mode
Save Dates (**Edit** mode only)	saves dates to database
Cancel Edit (**Edit** mode only)	cancels any changes made
Report Button	creates printable report/PDF from info in this tab

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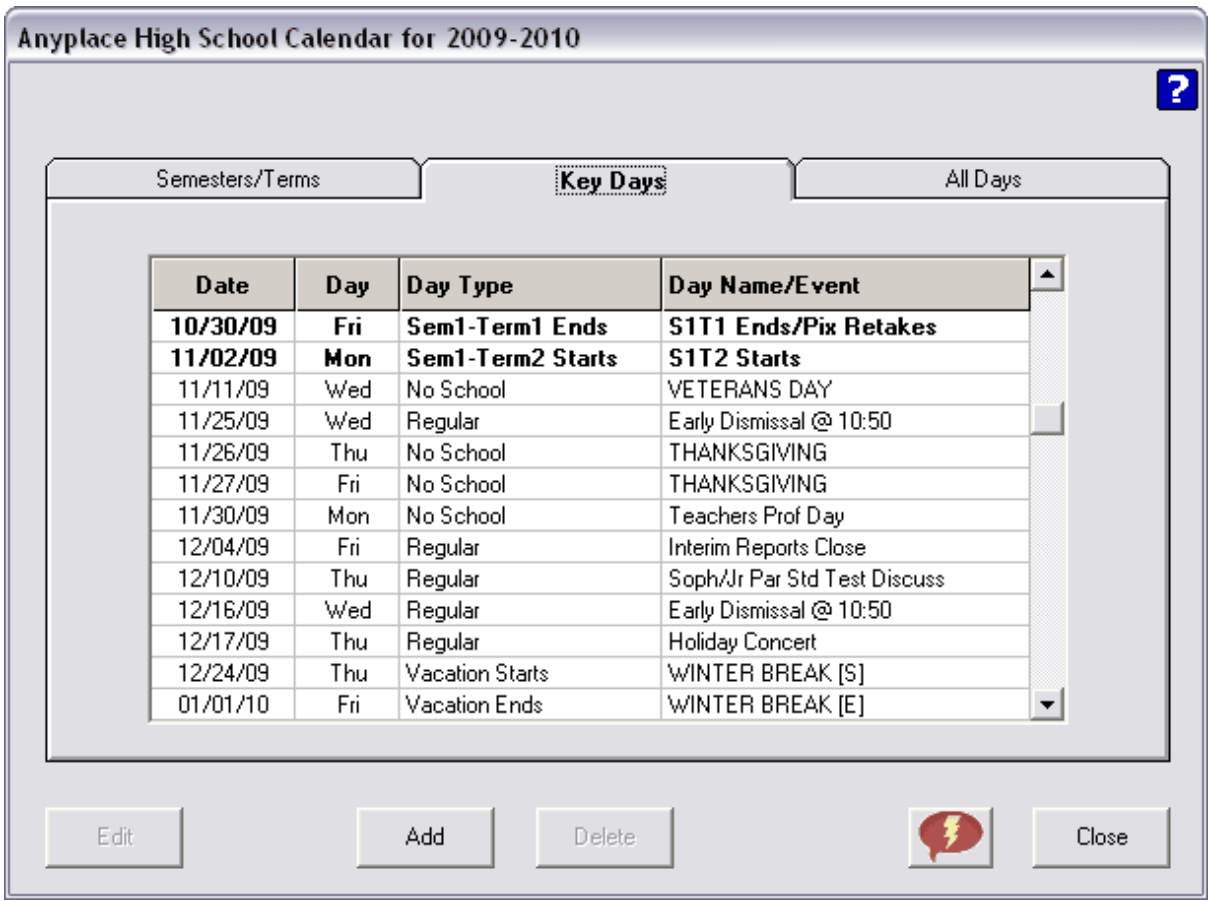
Key Days Screenshot



Date	Day	Day Type	Day Name/Event
10/30/09	**Fri**	**Sem1-Term1 Ends**	**S1T1 Ends/Pix Retakes**
11/02/09	**Mon**	**Sem1-Term2 Starts**	**S1T2 Starts**
11/11/09	Wed	No School	VETERANS DAY
11/25/09	Wed	Regular	Early Dismissal @ 10:50
11/26/09	Thu	No School	THANKSGIVING
11/27/09	Fri	No School	THANKSGIVING
11/30/09	Mon	No School	Teachers Prof Day
12/04/09	Fri	Regular	Interim Reports Close
12/10/09	Thu	Regular	Soph/Jr Par Std Test Discuss
12/16/09	Wed	Regular	Early Dismissal @ 10:50
12/17/09	Thu	Regular	Holiday Concert
12/24/09	Thu	Vacation Starts	WINTER BREAK [S]
01/01/10	Fri	Vacation Ends	WINTER BREAK [E]

Data Grid

Column	Description
Date	date of this **Key Day**
Day	day of the week of this **Key Day**
Day Type	**Semester Starts:** first day of semester **Semester Ends:** last day of semester **Term Starts:** first day of term **Term Ends**: last day of term **Regular:** a usual school day, but with a description (event) **No School:** school not in session; holiday **Force Rot:** rotation restarted at a particular day number **Off-Rotation:** a day not part of the rotation (special seminars, etc) **Vacation Starts (S):** first day of a number of days without school **Vacation Ends (E):** last day of a number of days without school
Day Name/Event	text associated with **Key Day** (preformatted ones are editable); can

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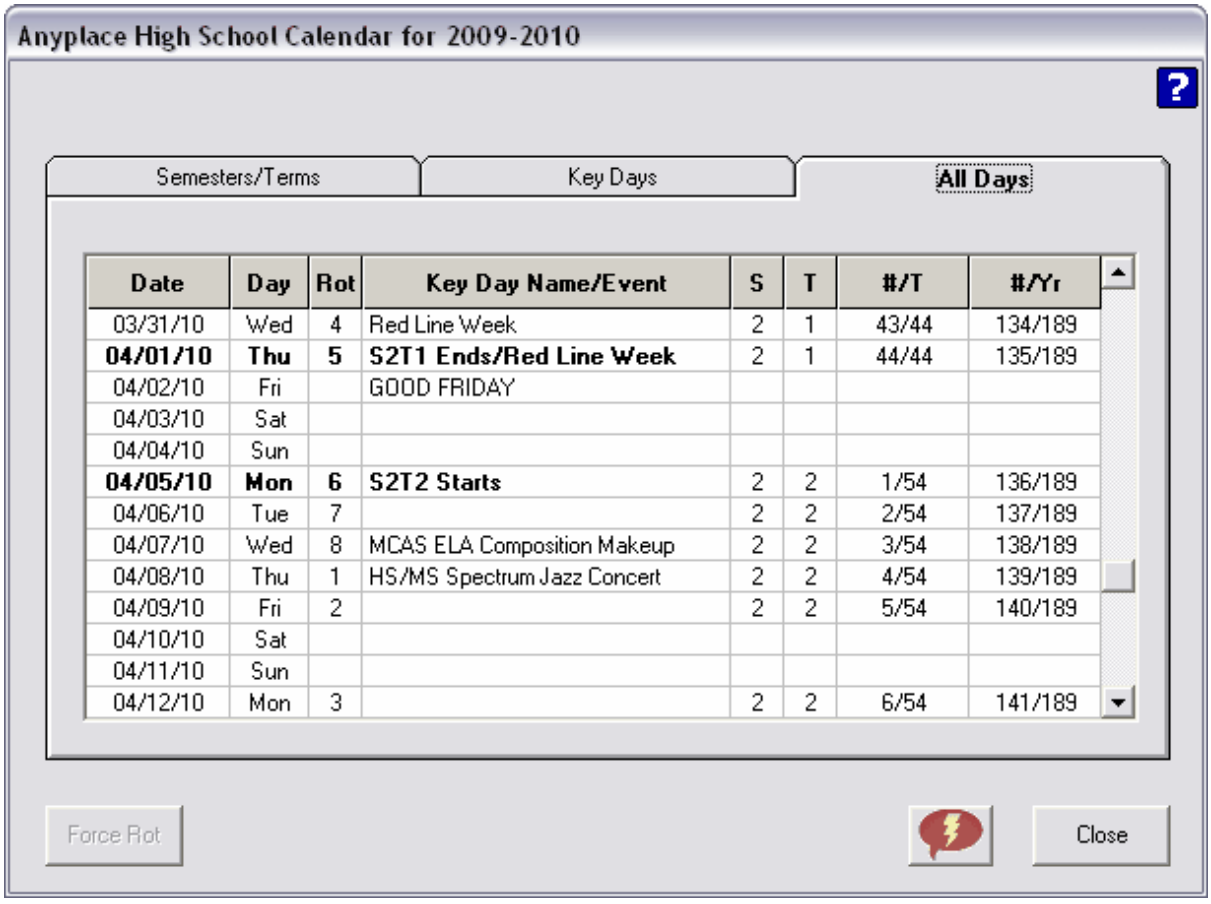
be used to add event info (limited length)

Controls

Control	Function
Edit Button	if a line is highlighted, opens Edit Key Day 107; same effect if line is double-clicked
Add Button	opens Add a Key Day 107
Delete Button	after confirmation, deletes the selected Key Day from the list (not possible for all Key Days)
Report Button	creates printable report/PDF from info in this tab

All Days Screenshot



Date	Day	Rot	Key Day Name/Event	S	T	#/T	#/Yr
03/31/10	Wed	4	Red Line Week	2	1	43/44	134/189
04/01/10	**Thu**	**5**	**S2T1 Ends/Red Line Week**	2	1	44/44	135/189
04/02/10	Fri		GOOD FRIDAY				
04/03/10	Sat						
04/04/10	Sun						
04/05/10	**Mon**	**6**	**S2T2 Starts**	2	2	1/54	136/189
04/06/10	Tue	7		2	2	2/54	137/189
04/07/10	Wed	8	MCAS ELA Composition Makeup	2	2	3/54	138/189
04/08/10	Thu	1	HS/MS Spectrum Jazz Concert	2	2	4/54	139/189
04/09/10	Fri	2		2	2	5/54	140/189
04/10/10	Sat						
04/11/10	Sun						
04/12/10	Mon	3		2	2	6/54	141/189

Data Grid

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Column	Description
Date	calendar date (all calendar days listed, including weekends and no school days, *except* during vacations)
Day	day of the week of this **Date**
Rot	numerical day of rotating schedule (if applicable; see **Profile** 100)
Key Day Name/Event	caption for a **Key Day** (edit in **Key Days** tab)
S	semester number
T	term number (within semester)
#/T	sequential day of the term out of total days in term
#/Yr	sequential day of the year out of total days in year

Controls

Control	Function
Force Rot Button	if a line is highlighted, opens **Force Rotation Day** 109; same effect if line is double-clicked; used to shift rotation day out of normal sequence generated by Grades2Go™ (not enabled in non-rotating schedules)
Report Button	creates printable report/PDF from info in this tab

This data can be shared!

Data created by this command can be used by all Grades2Go™ users at the same school. In other words, once the first User enters all necessary data, the resulting database can be shared by all other users — data doesn't have to be re-entered by everyone else! See how in **Sharing School Databases** 385.

5.4.2.2.2.1 Add/Edit Key Day

Add/Edit Key Day allows you to add a new **Key Day** or edit an existing **Key Day**. The Add version is displayed after pushing **Add Button** on the Key Days tab of the Calendar; the Edit version appears after pushing **Edit Button** with a selection highlighted, or by double-clicking a selection.

Screenshots

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(with **Vacation** selected in the **Day Type** box)

Controls

Control	Function
Day Type	drop-down list with three possible selections: **Regular** - a day on which school is in session **No School** - a single day on which school is not in session **Vacation** - a series of days on which school is not in session

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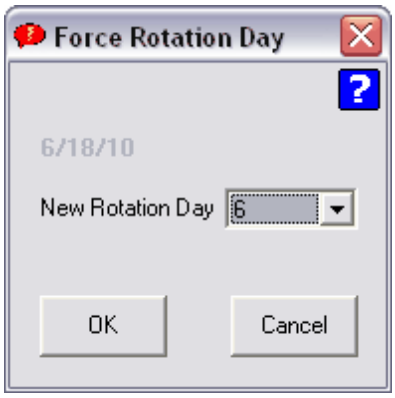
Date	the date of the Key Day (or first **Vacation** day); clicking opens a date selector
to	the date of the last **Vacation** day (appears only when **Vacation** is selected in **Day Type**)
Name/Event	the name of the Key Day or vacation, or special event information (entry required)
Save Button	saves the displayed information to the database

5.4.2.2.2.2 Force Rotation Day

Force Rotation Day allows you to override the day of rotation that was automatically generated by Grades2Go™. It is displayed by pushing **Force Rot Button** on the **All Days** 103 tab of the Calendar, or by double-clicking an entry in the **All Days** 103 list.

Screenshot



Controls

Control	Function
Date	the selected date in the All Days tab
New Rotation Day	a drop-down selector of all possible days in the rotation schedule; initialized to current selection
OK Button	saves the displayed information to the database

5.4.2.2.3 Periods

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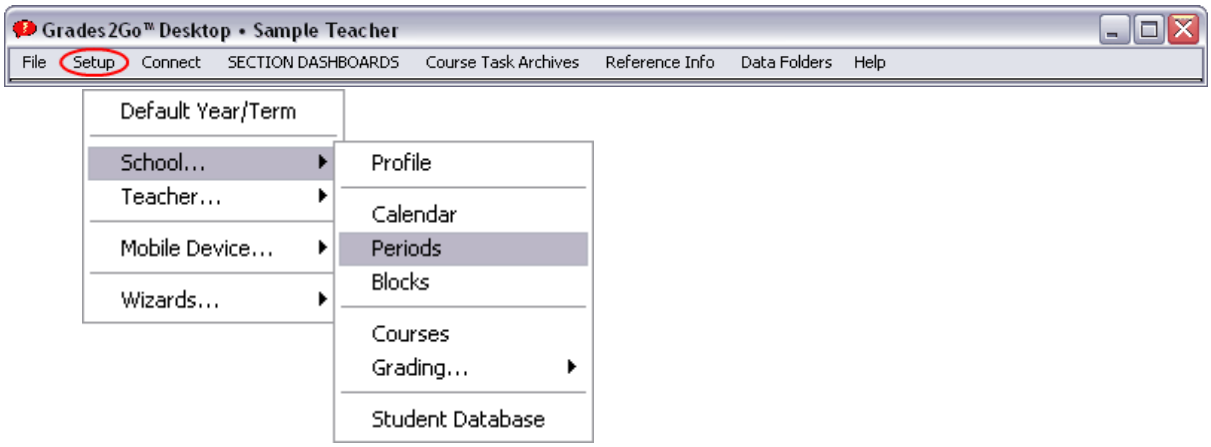
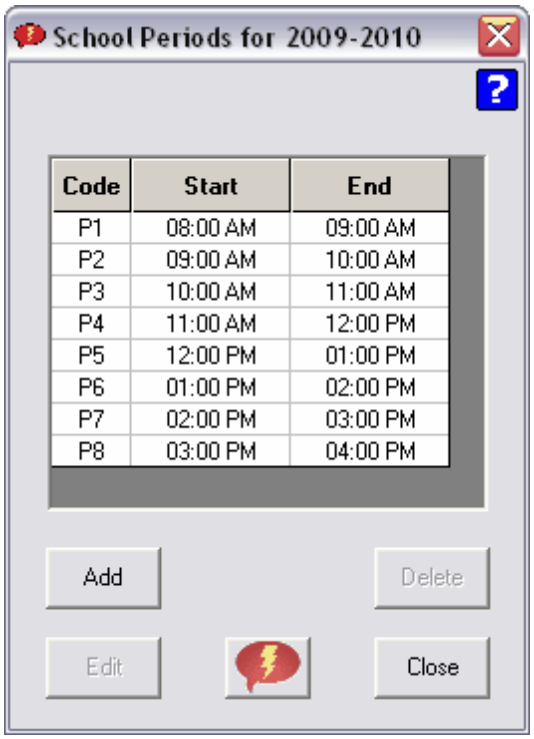


Periods allows standard time intervals to be assigned custom names. Naming them affects Grades2Go™ operation only in the appearance and usefulness of **My Schedule** 207.

Screenshot



Data Grid

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Column	Description
Code	the school's abbreviation for the specified time period
Start	starting time for the period
End	ending time for the period

Controls

Control	Function
Edit Button	when a period is highlighted, opens **Edit Period** 111; equivalent action if line is double-clicked
Add Button	opens **Add Period** 111
Delete Button	deletes a highlighted period
Report Button	creates printable report/PDF from info in this tab

This data can be shared!

Data created by this command can be used by all Grades2Go™ users at the same school. In other words, once the first User enters all necessary data, the resulting database can be shared by all other users — data doesn't have to be re-entered by everyone else! See how in **Sharing School Databases** 385.

5.4.2.2.3.1 Add/Edit Period

Add/Edit Period allows you to add a new **Period** or edit an existing **Period**. The Add version is displayed after pushing **Add Button** on the **Periods** 109 list; the Edit version appears after pushing **Edit Button** on the **Periods** 109 list with a selection highlighted, or by double-clicking a selection.

Screenshots

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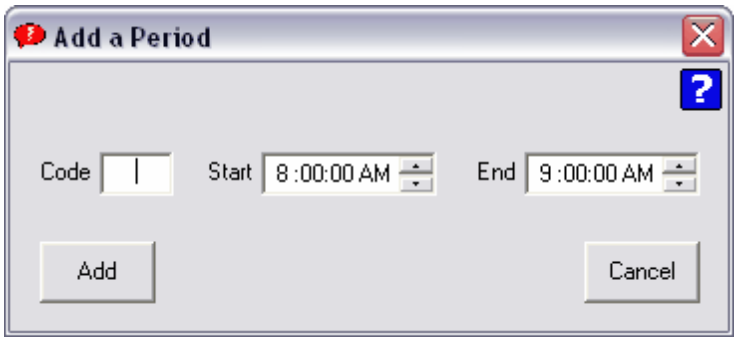

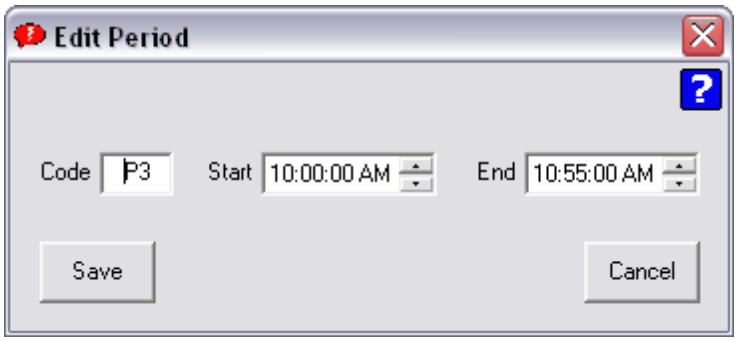

Controls

Control	Function
Code	a unique alphanumeric designator for a school Period
Start	the start time of the Period
End	the end time of the Period
Save Button	saves the displayed information to the database

5.4.2.2.4 Blocks

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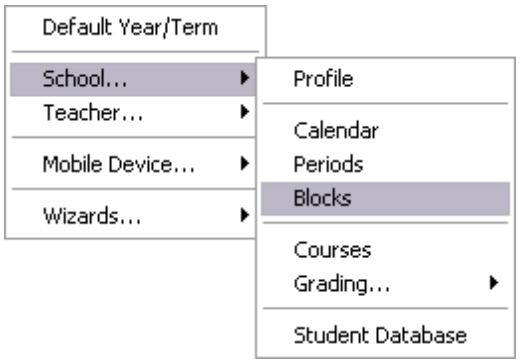
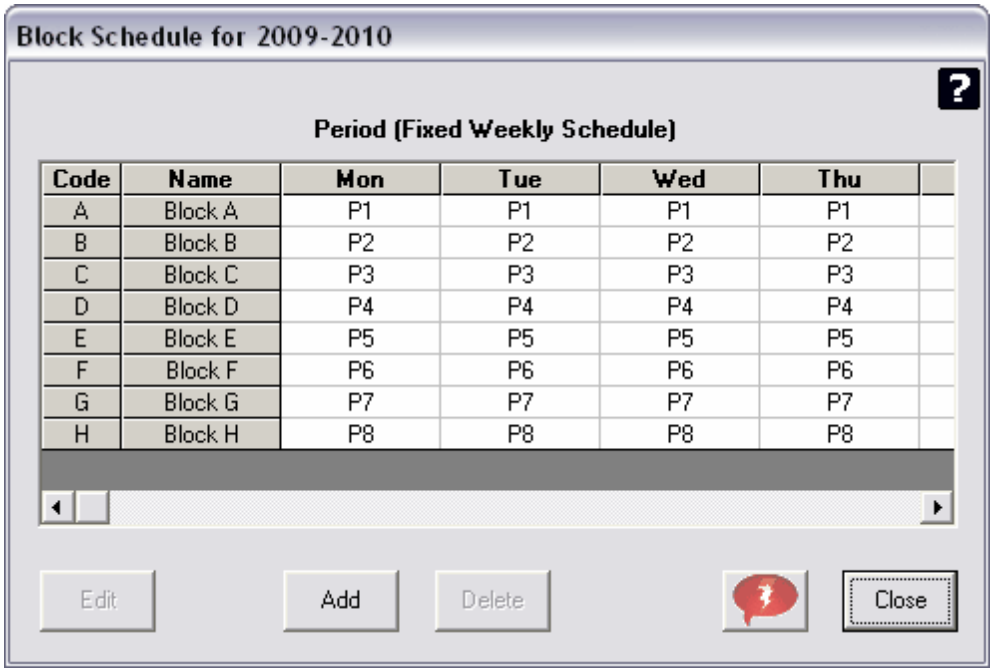


Blocks allows a block schedule to be set up, with block names conforming to a school's naming scheme.

Many schools schedule classes according to a Block system, where each course section is assigned a particular time block. Depending on the school, the time period of each Block can be either fixed every day (e.g. Blocks A, B, C, D and E, each 5 days a week, same time each day), or scheduled in a customized pattern. Many schools also incorporate a rotating block system, where the scheduled pattern repeats in its entirety after a certain number of days.

One of two forms appears with the **Block** command, one for a fixed schedule (non-rotating) and the other for a rotating schedule (as set in **School Profile** 100):

Screenshots



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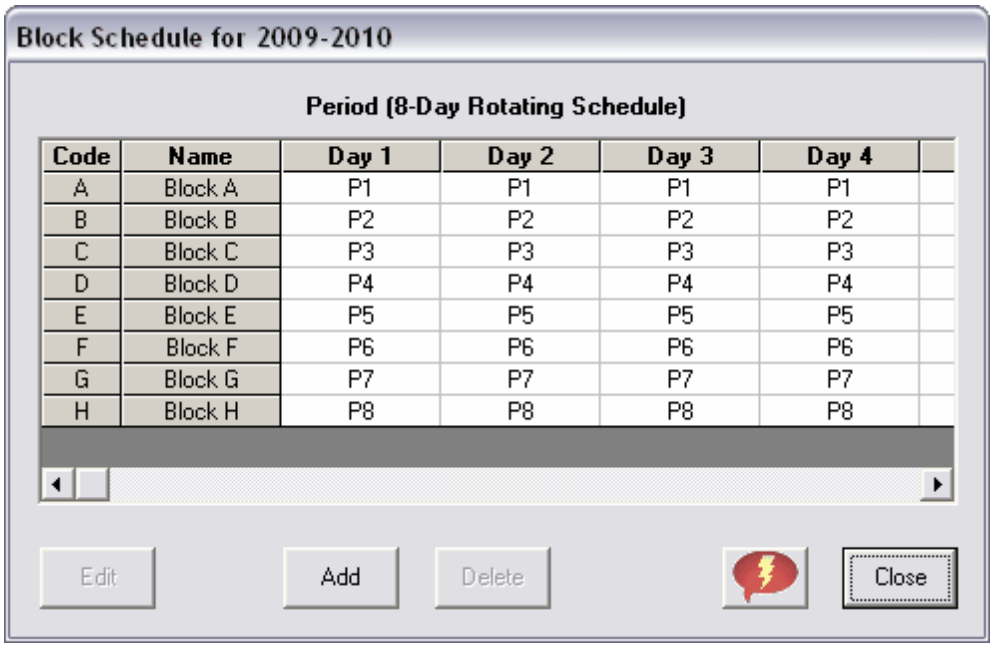

Data Grid

Column	Description
Code	a unique short code for the Block (internal use; not displayed)
Name	the school's common name for the Block (displayed)
Period Columns	**Fixed schedule:** days of the week that school is in session; cell identifies associated **Period** 109 **Rotating schedule:** one column per rotating day number; cell identifies associated **Period** 109

Controls

Control	Function
Edit Button	when a **Block** is highlighted, opens **Edit Block** 115; equivalent action if line is double-clicked
Add Button	opens **Add Block** 115
Delete Button	deletes a highlighted **Block**
Report Button	creates printable report/PDF from info in this tab

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This data can be shared!

Data created by this command can be used by all Grades2Go™ users at the same school. In other words, once the first User enters all necessary data, the resulting database can be shared by all other users — data doesn't have to be re-entered by everyone else! See how in **Sharing School Databases** 385.

5.4.2.2.4.1 Add/Edit Block

Add/Edit Block allows you to add a new **Block** or edit an existing **Block**. The Add version is displayed after pushing **Add Button** on the **Blocks** 112 list; the Edit version appears after pushing **Edit Button** on the **Blocks** 112 list with a selection highlighted, or by double-clicking a selection.

Screenshots

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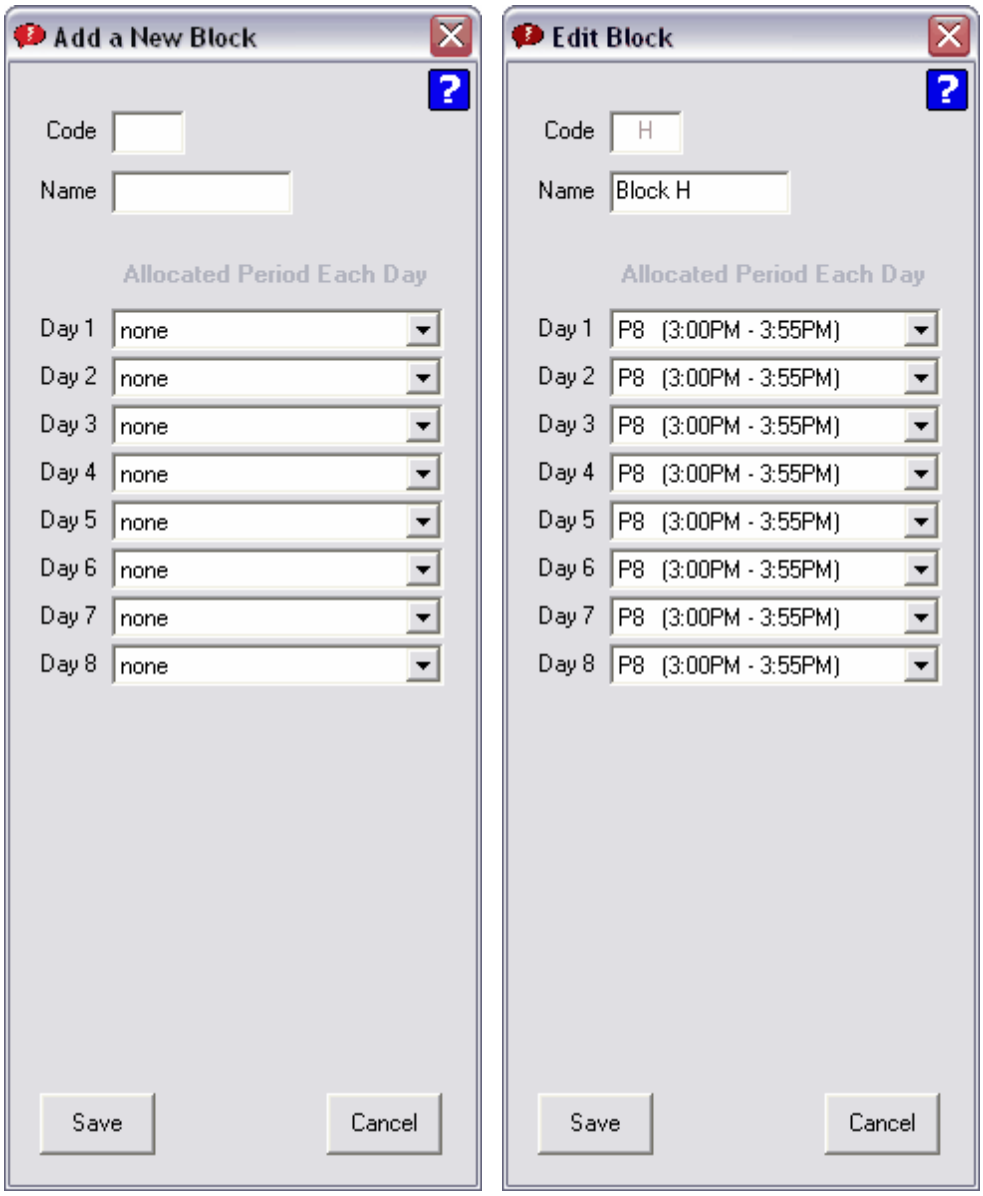

Controls

Control	Function
Code	a unique alphanumeric designator for a school Block
Name	the common name of the Block
Allocated Period Each Day	for each day of the week (or each day of a rotating schedule), the Period allocated to the Block; Period is selected from a drop-down list
Save Button	saves the displayed information to the database

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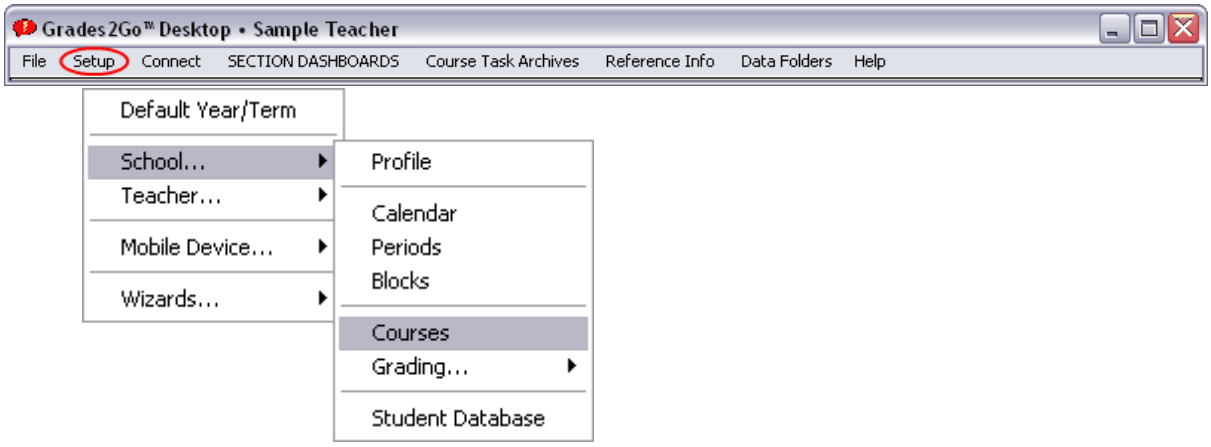
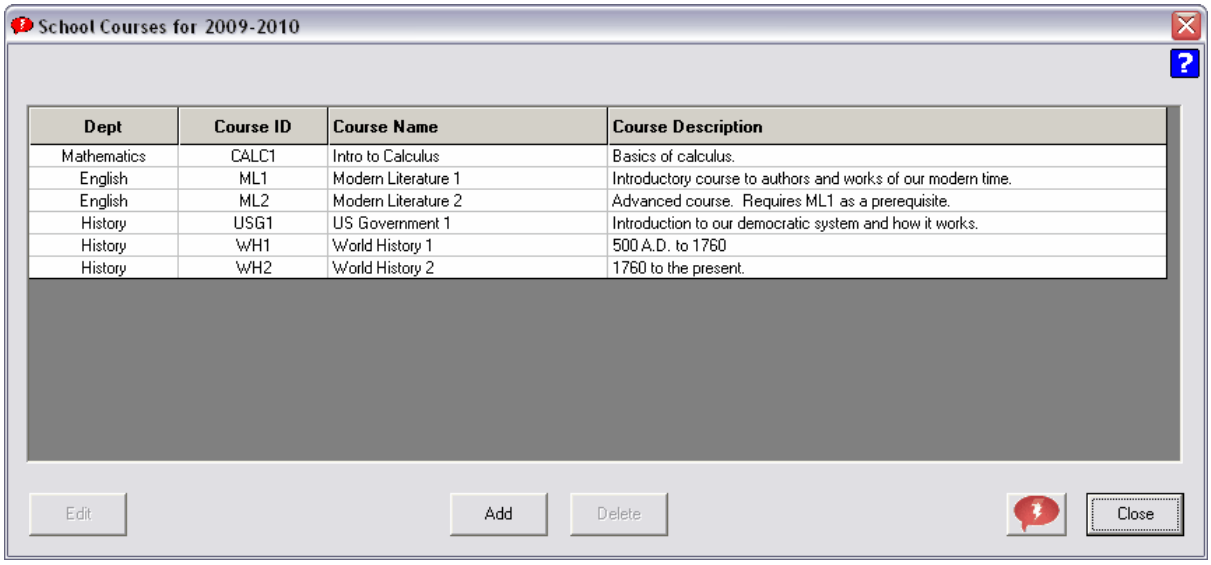
5.4.2.2.5 Courses



Courses creates and maintains a database of school courses. At a minimum, it must contain all the courses taught by the current User.

Screenshot



Data Grid

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Column	Description
Dept	the department that teaches the course (not essential info)
Course ID	a short code for the course (e.g. "WH1" for World History 1)
Course Name	the longer name for the course (e.g. "World History 1")
Course Description	a short description of the course (not essential info)

Controls

Control	Function
Edit Button	clicking opens **Edit Course** 118 for a highlighted course; equivalent action when a line is double-clicked
Add Button	clicking opens **Add Course** 118
Delete Button	clicking opens **Delete** confirmation for highlighted course
Report Button	creates printable/emailable PDF from info on this form

This data can be shared!

Data created by this command can be used by all Grades2Go™ users at the same school. In other words, once the first User enters all necessary data, the resulting database can be shared by all other users — data doesn't have to be re-entered by everyone else! See how in **Sharing School Databases** 385.

5.4.2.2.5.1 Add/Edit Course

Add/Edit Course allows you to add a new **Course** or edit an existing **Course**. The Add version is displayed after pushing **Add Button** on the **Courses** 117 list, or by selecting **<create a new course>** in the **Course** selector of the **Add Teacher Section** 145 form ; the Edit version appears after pushing **Edit Button** on the **Courses** 117 list with a selection highlighted, or by double-clicking a selection.

Screenshots

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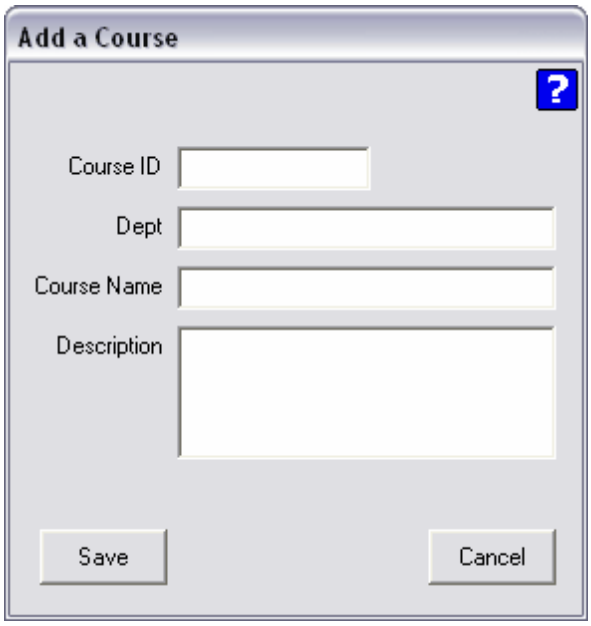

Controls

Control	Function
Course ID	a unique alphanumeric designator for a school Course
Dept	the department of the Course
Course Name	the common name of the Course
Description	an optional description of the Course

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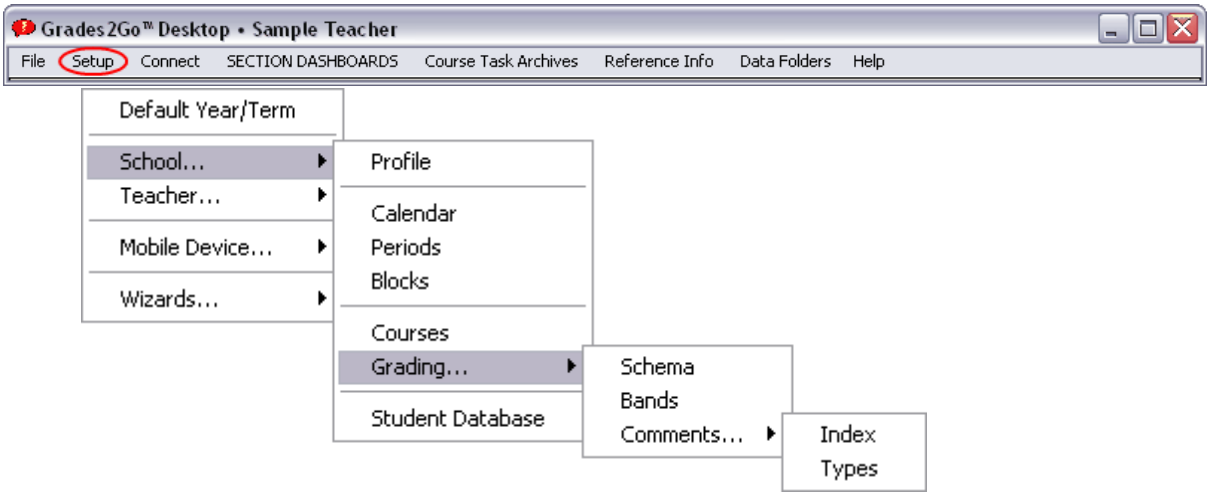
Save Button saves the displayed information to the database

5.4.2.2.6 Grading



Grading commands define calculation of a school's semester and final grades, grading bands, and preformatted commenting. These are all covered in the following separate topics.

This data can be shared!

Data created by this command can be used by all Grades2Go™ users at the same school. In other words, once the first User enters all necessary data, the resulting database can be shared by all other users — data doesn't have to be re-entered by everyone else! See how in **Sharing School Databases** 385.

5.4.2.2.6.1 Schema

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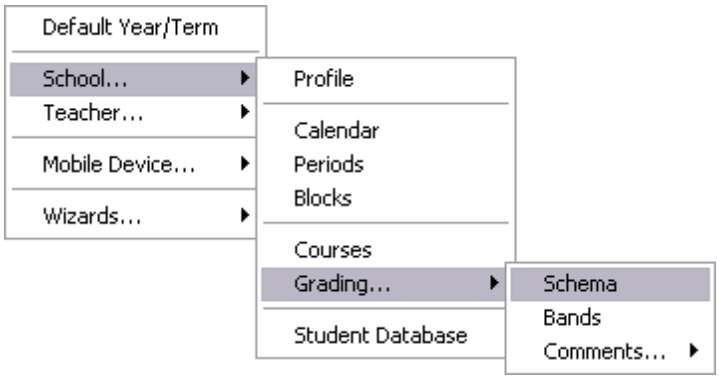
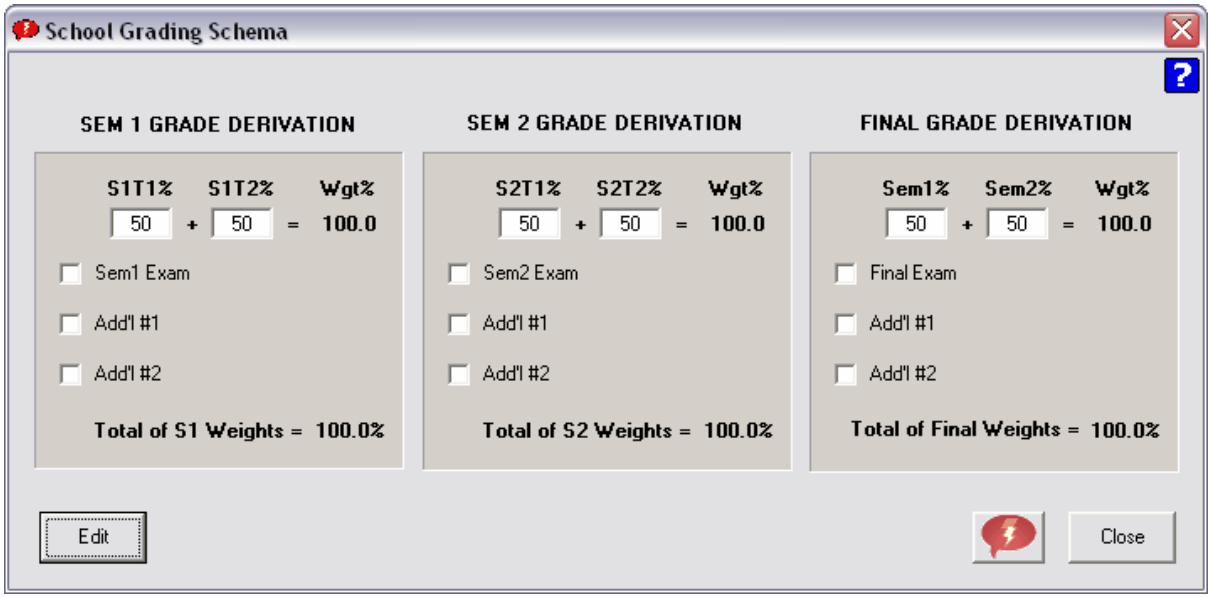


Schema defines the school's calculation of semester and final grades.

Screenshot



Controls

Controls	Function
SEM 1 GRADE	
S1T1%	Term 1 (S1T1) weight as % of Semester 1 grade
S1T2%	Term 2 (S1T2) weight as % of Semester 1 grade
Sem1 Exam	if checked, allows entry of Sem 1 Exam weight as % of Sem 1 grade
Add'l #1	if checked, allows entry of an additional task name and weight as % of Sem 1 grade

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Add'l #2	if checked, allows entry of another additional task name and weight as % of Sem 1 grade
SEM 1 GRADE	
S2T1%	Term 3 (S2T1) weight as % of Semester 2 grade
S2T2%	Term 4 (S2T2) weight as % of Semester 2 grade
Sem2 Exam	if checked, allows entry of Sem 2 Exam weight as % of Sem 2 grade
Add'l #1	if checked, allows entry of an additional task name and weight as % of Sem 2 grade
Add'l #2	if checked, allows entry of an additional task name and weight as % of Sem 2 grade
FINAL GRADE	
S1%	Semester 1 weight as % of Final grade
S2%	Semester 2 weight as % of Final grade
Final Exam	if checked, allows entry of Final Exam weight as % of Final grade
Add'l #1	if checked, allows entry of an additional task name and weight as % of Final grade
Add'l #1	if checked, allows entry of an additional task name and weight as % of Final grade
Edit/Save Button	enables form editing and data saving
Report Button	creates printable/emailable PDF from info on this form

This data can be shared!

Data created by this command can be used by all Grades2Go™ users at the same school. In other words, once the first User enters all necessary data, the resulting database can be shared by all other users — data doesn't have to be re-entered by everyone else! See how in **Sharing School Databases** 385.

5.4.2.2.6.2 Bands

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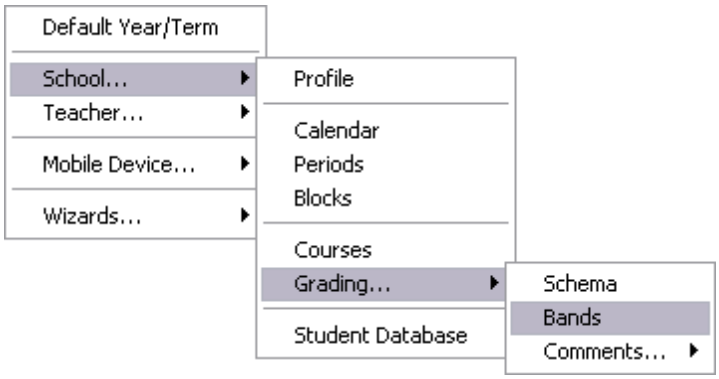
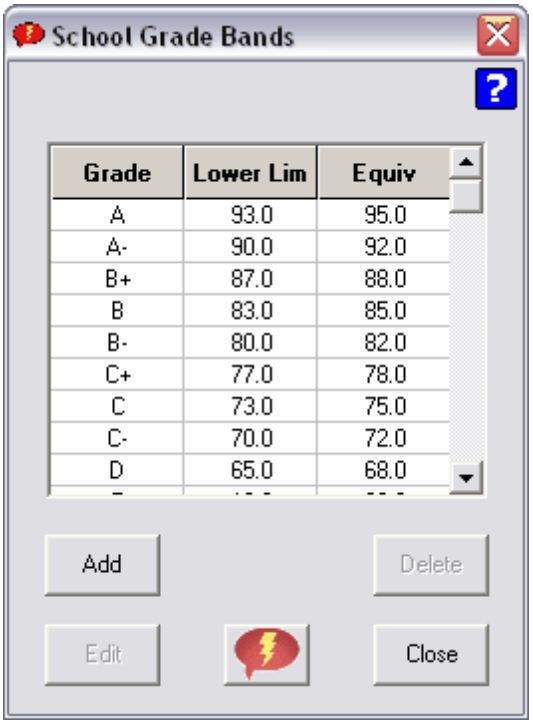


Bands defines a school's official letter grade-to-percentage conversions. A fairly standard set of bands is pre-loaded, which can be modified as needed.

Screenshot



Data Grid

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Column	Description
Grade	the letter designation of the band
Lower Lim	the lower limit of the grade band in %
Equiv	the value of a letter grade in %

Controls

Controls	Function
Edit Button	opens **Edit Band** 124 fpr a selected entry; equivalent to double-clicking a line
Add Button	opens **Add Band** 124
Delete Button	deletes a selected band
Report Button	creates printable/emailable PDF from info on this form

This data can be shared!

Data created by this command can be used by all Grades2Go™ users at the same school. In other words, once the first User enters all necessary data, the resulting database can be shared by all other users — data doesn't have to be re-entered by everyone else! See how in **Sharing School Databases** 385.

Add/Edit Band allows you to add a new **Band** or edit an existing **Band**. The Add version is displayed after pushing **Add Button** on the **Bands** 122 list; the Edit version appears after pushing **Edit Button** on the **Bands** 122 list with a selection highlighted, or by double-clicking a selection.

Screenshots

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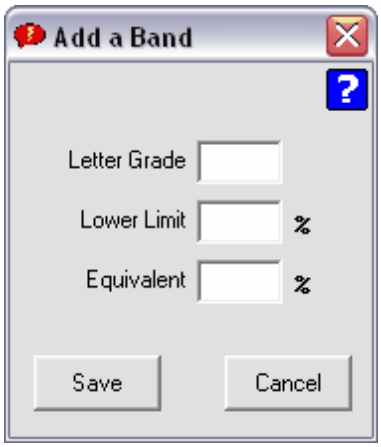
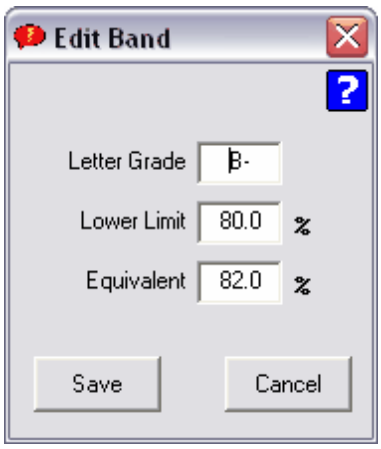
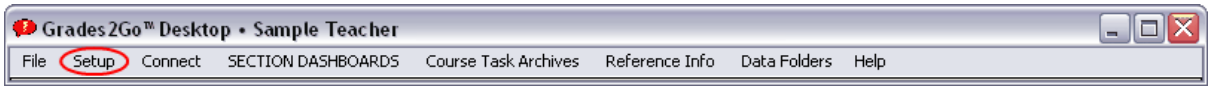




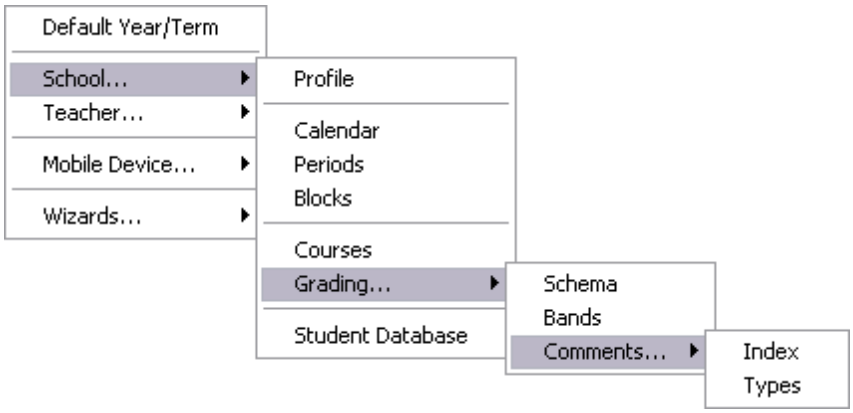
Controls

Control	Function
Letter Grade	a unique letter designator for a Band; two characters maximum (allows use of **+** and **-**)
Lower Limit	the minimum percentage that qualifies for the Band
Equivalent	the percentage equivalent for the Letter Grade, used in grade calculations (generally the middle of the Band range)
Save Button	saves the displayed information to the database

5.4.2.2.6.3 Comments



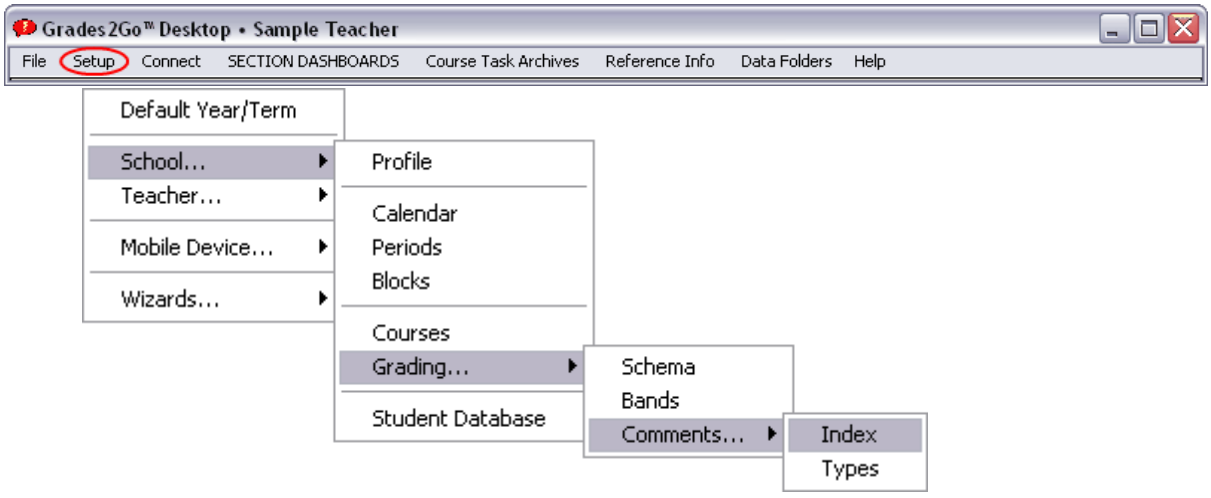
© 2012 Mindspark Inc



Comments creates an indexed, coded comment list grouped into user-definable types. Many schools require teachers to attach preformatted comments to student grade reports, using a comment code, and these commands make it easy to accommodate most existing systems. **Index** 126 and **Types** 129 are covered in detail in the next two topics.

This data can be shared!

Data created by this command can be used by all Grades2Go™ users at the same school. In other words, once the first User enters all necessary data, the resulting database can be shared by all other users — data doesn't have to be re-entered by everyone else! See how in **Sharing School Databases** 385.



Index maintains a coded list of preformatted Comments, grouping them into **Types** 129.

Screenshot

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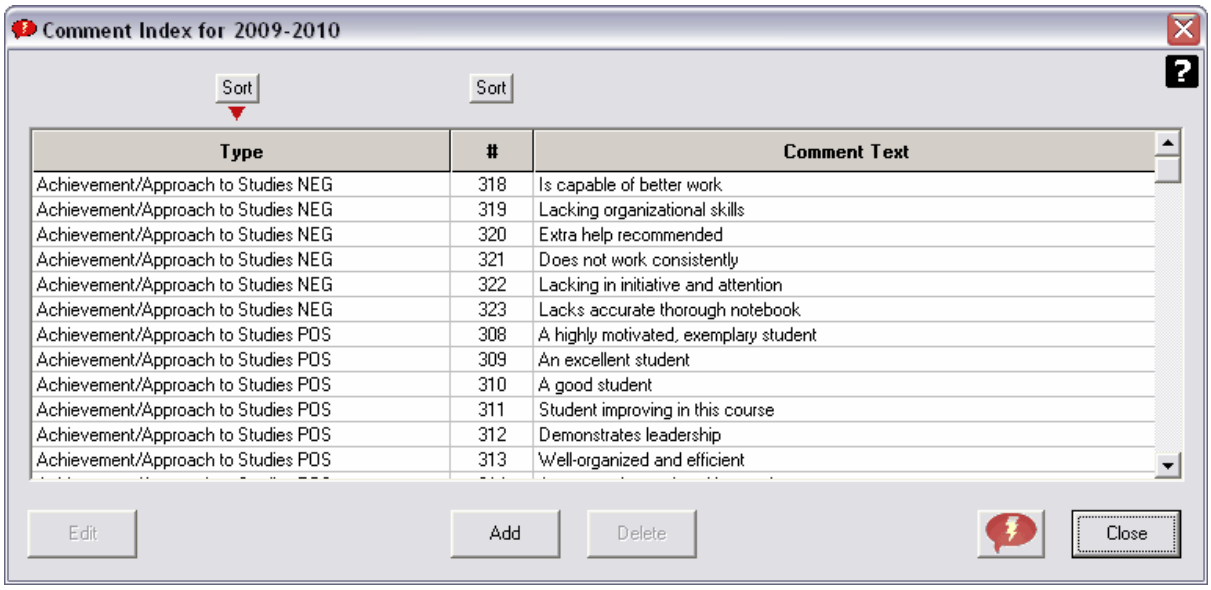
Comment Index for 2009-2010
Sort
Sort
Type
#
Comment Text
Achievement/Approach to Studies NEG 318 Is capable of better work
Achievement/Approach to Studies NEG 319 Lacking organizational skills
Achievement/Approach to Studies NEG 320 Extra help recommended
Achievement/Approach to Studies NEG 321 Does not work consistently
Achievement/Approach to Studies NEG 322 Lacking in initiative and attention
Achievement/Approach to Studies NEG 323 Lacks accurate thorough notebook
Achievement/Approach to Studies POS 308 A highly motivated, exemplary student
Achievement/Approach to Studies POS 309 An excellent student
Achievement/Approach to Studies POS 310 A good student
Achievement/Approach to Studies POS 311 Student improving in this course
Achievement/Approach to Studies POS 312 Demonstrates leadership
Achievement/Approach to Studies POS 313 Well-organized and efficient
Edit
Add
Delete
Close

Data Grid

Column	Description
Type	the associated comment **Type** 129
#	the associated comment number (0-99999)
Comment Text	the comment text (appears in student reports)

Controls

Control	Function
Type Sort Button	sorts alphabetically by Type; red arrow indicates sorted
# Sort Button	sorts numerically by #; red arrow indicates sorted
Edit Button	clicking opens **Edit Comment** 128; equivalent action by double-clicking a comment line
Add Button	opens **Add Comment** 128
Delete Button	deletes a comment
Report Button	creates printable/emailable PDF from info on this form

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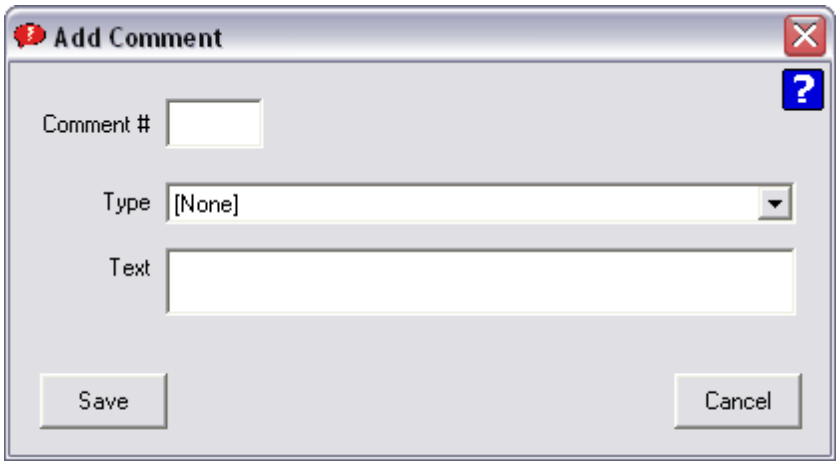
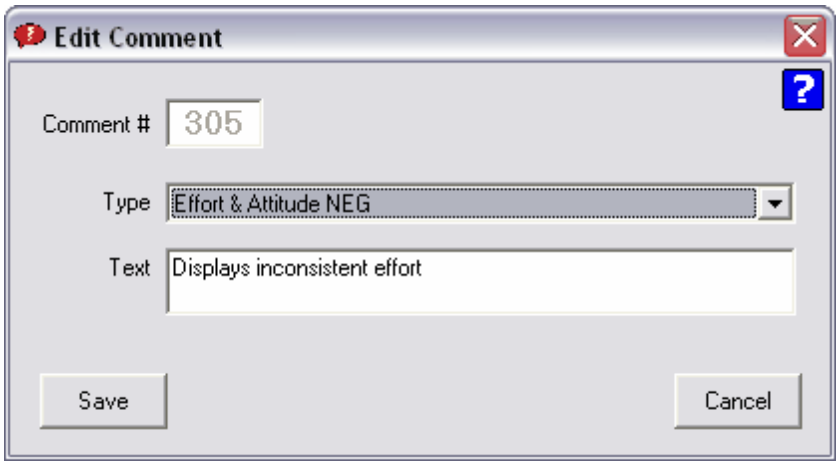
This data can be shared!

Data created by this command can be used by all Grades2Go™ users at the same school. In other words, once the first User enters all necessary data, the resulting database can be shared by all other users — data doesn't have to be re-entered by everyone else! See how in Sharing School Databases 385.

Add/Edit Comment allows you to add a new **Comment** or edit an existing **Comment**. The Add version is displayed after pushing **Add Button** on the Index 126 list; the Edit version appears after pushing **Edit Button** on the Index 126 list with a selection highlighted, or by double-clicking a selection.

Screenshots





Controls

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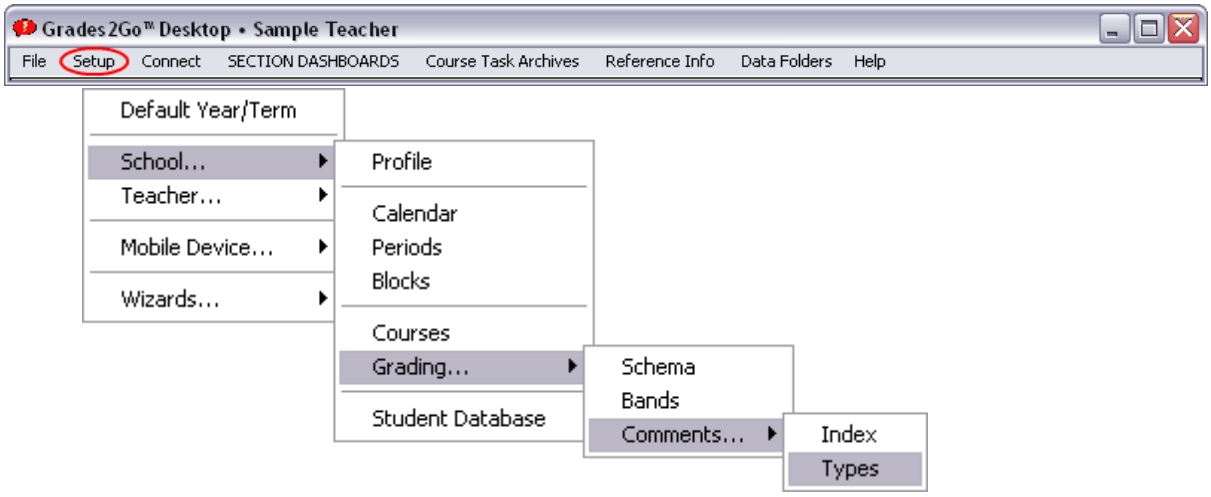
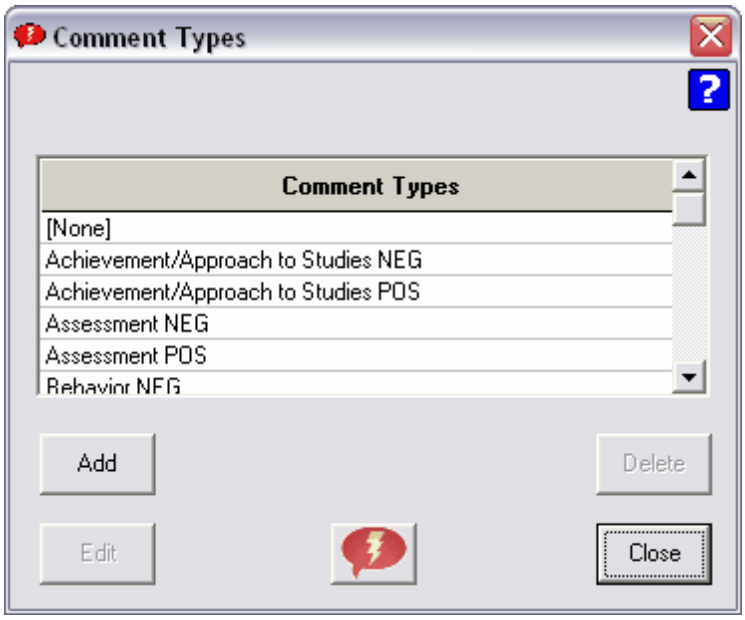
Control	Function
Comment #	a unique numeric designator, 3-digit maximum
Type	drop-down list allowing assignment of a Comment Type
Text	the Comment text that will appear on Progress Reports etc
Save Button	saves the displayed information to the database



Types maintains a list of Comment types to be associated with the **Index** 126, to facilitate Comment assignment.

Screenshot

© 2012 Mindspark Inc



Controls

Control	Function
Comment Types	Comment Type names
Edit Button	opens **Edit Comment Type** 130; equivalent action by double-clicking an item in the list
Add Button	opens **Add Comment Type** 130
Delete Button	deletes a Comment Type
Report Button	creates printable/emailable PDF from info on this form

This data can be shared!

Data created by this command can be used by all Grades2Go™ users at the same school. In other words, once the first User enters all necessary data, the resulting database can be shared by all other users — data doesn't have to be re-entered by everyone else! See how in **Sharing School Databases** 385.

Add/Edit Comment Type allows you to add a new **Comment Type** or edit an existing **Comment Type**. The Add version is displayed after pushing **Add Button** on the **Types List** 129; the Edit version appears after pushing **Edit Button** on the **Types List** 129 with a selection highlighted, or by double-clicking a selection.

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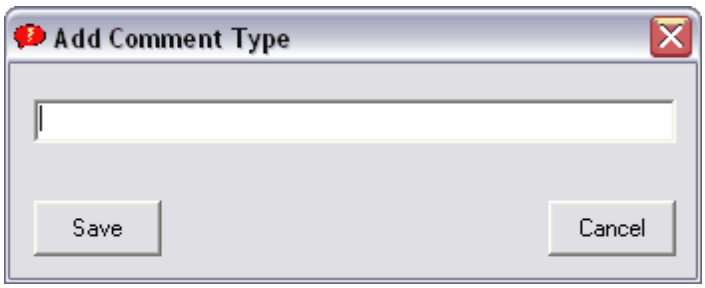
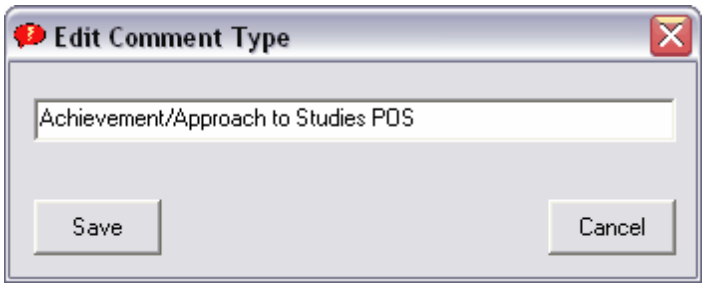
Screenshots





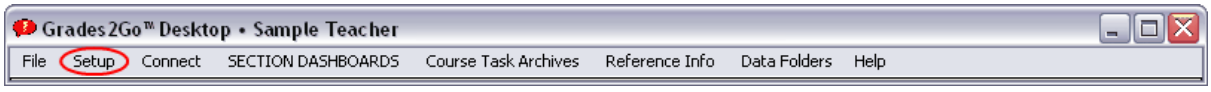
Controls

Control	Function
Comment Type Name	a unique name for the Comment Type (see **Tip** below)
Save Button	saves the displayed information to the database

Be thoughtful in naming Comment Types!

Thoughtful naming of Comment Types can make them much more useful. Note that for the Edit example above, we have added **POS** to the Type name to designate that it is a positive comment. The same Type also exists in the Index with a **NEG** suffix, indicating a negative comment. This method separates **POS** and **NEG** comments in the Index, making it much easier to interpret.

5.4.2.2.7 Student Database



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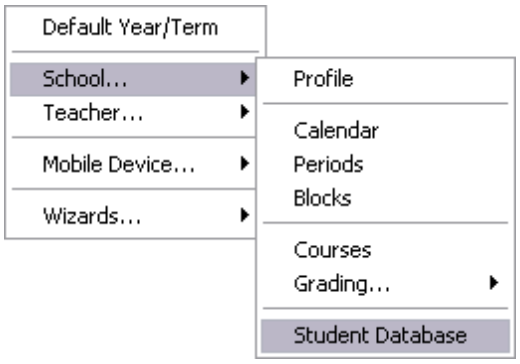
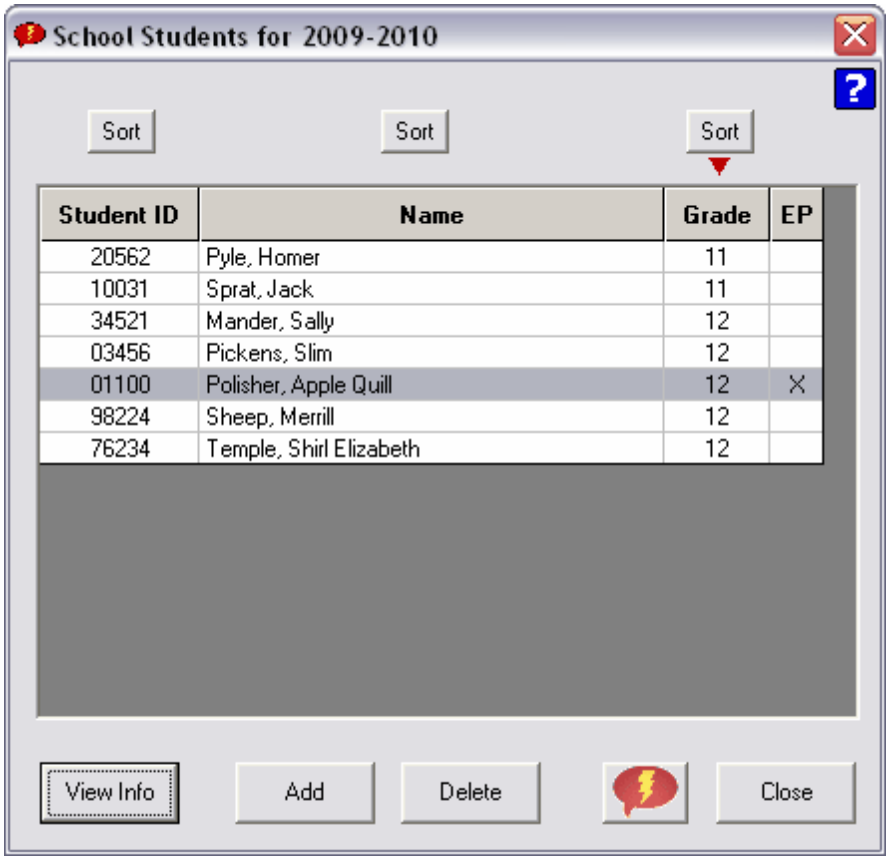


Student Database lists all students at the school. At a minimum, it should contain all the students taught by the Current User in the current school year.

Screenshot



Data Grid

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Column	Description
Student ID	the student's official school ID number
Name	the student's name (last, first, middle)
Grade	the grade level of the student
EP	**X** indicates the student is on an Education Plan

Controls

Control	Function
Student ID Sort Button	sorts alphabetically by Student ID; red arrow indicates sorted column
Name Sort Button	sorts alphabetically by Name; red arrow indicates sorted column
Grade Sort Button	sorts by Grade; red arrow indicates sorted column
View Info Button	clicking brings up a highlighted student's **Student Info** 133 form; equivalent action by double-clicking student line
Add Button	adds a new student via **Student Info** 133
Delete Button	deletes a student from the School database (**CAUTION:** use only if absolutely necessary!)
Report Button	creates printable/emailable PDF from info on this form

This data can be shared!

Data created by this command can be used by all Grades2Go™ users at the same school. In other words, once the first User enters all necessary data, the resulting database can be shared by all other users — data doesn't have to be re-entered by everyone else! See how in **Sharing School Databases** 385.

5.4.2.2.7.1 Student Information Form

Student Information Form maintains important data about a Student and enables some important communications functions:

- associates a Student with an official Student ID#

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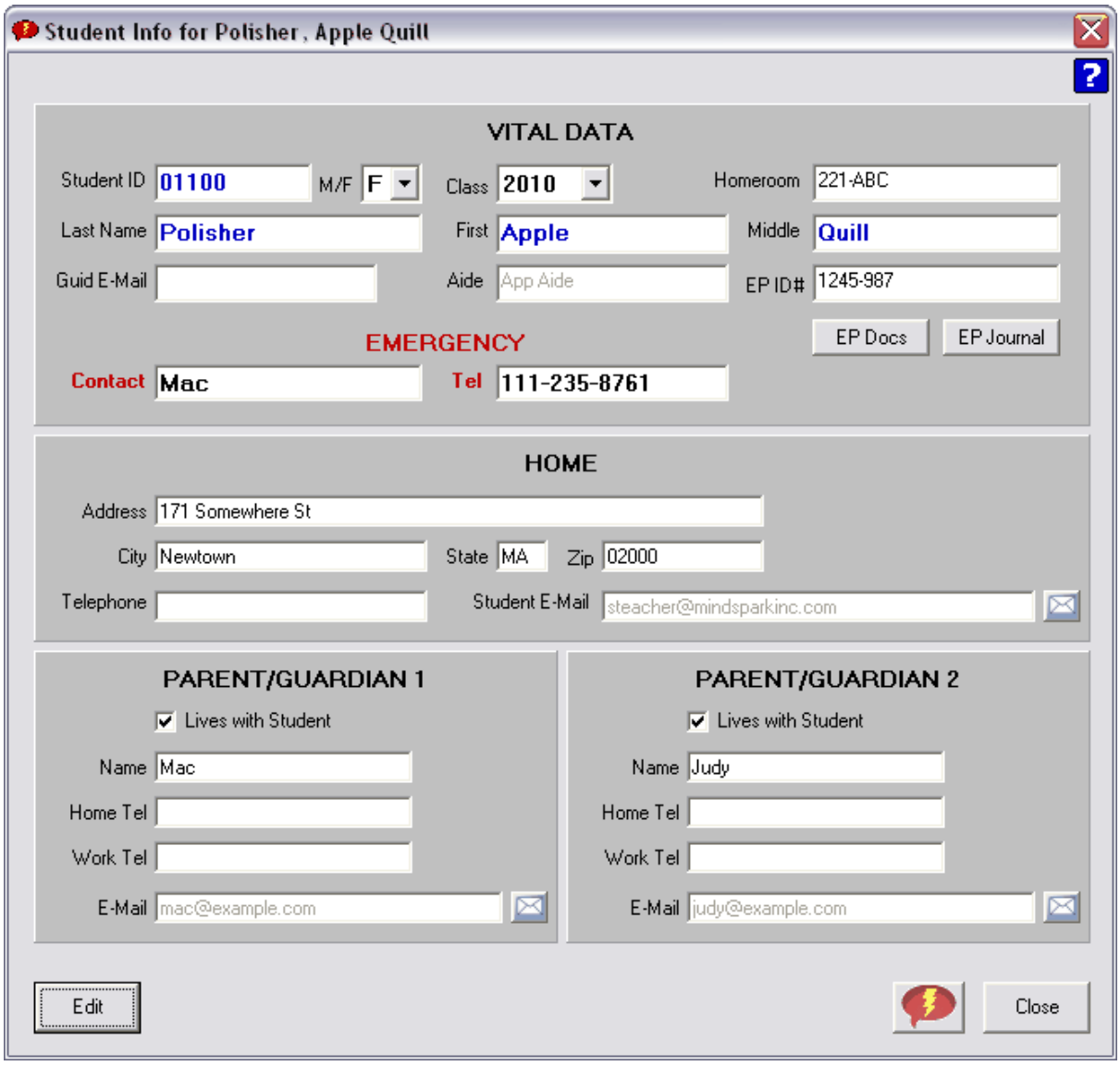
- collection point for vital contact data for Student and Parents/Guardians
- maintains email addresses for use in **Communications Wizards** 335 and **Student Email Communication Handler** 141
- for Students under an Education Plan, provides easy access to **Education Plan Documents** 136 and a Student's **Education Plan Progress Journal** 137

Screenshot

(shown in **View** mode)



Controls

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Control	Function
VITAL DATA	
Student ID	Student ID# as provided by the School; not editable after initial setup; number of characters set in **Setup > School > Profile**
M/F Selector	drop-down gender selector: **M** (male) or **F** (female); **?** indicates info not currently available
Class Selector	drop-down selector for expected graduation year
Last Name	last name of Student
First	first name of Student
Middle	middle name of Student (if any)
Homeroom	homeroom identifier (e.g. room, teacher, etc.)
Guid E-Mail	email address for Guidance contact; if address is present, clicking initiates email via **Student Email Communication Handler** 141
Aide	name of Aide (if applicable)
EP ID#	if Student is on an Education Plan, the ID# of the Plan
EP Docs Button	clicking opens **Ed Plan Reference Documents** 136, enabling the setup of EP Document links
EP Journal Button	clicking opens the **Student Ed Plan Progress Journal** 137
EMERGENCY	
Contact	name of Student's emergency contact
Tel	emergency contact's telephone number
HOME	
Address	Student address
City	Student city
State	Student state
Zip	Student zip code
Telephone	Student telephone (mobile suggested)
Student E-Mail	Student e-mail address; if address is present, clicking initiates email via **Student Email Communication Handler** 141
PARENT/GUARDIAN 1	
Lives with Student	checked if Parent/Guardian lives with Student
Name	P/G name

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Home Tel	P/G home telephone
Work Tel	P/G work telephone
E-Mail	P/G email address; if address is present, clicking initiates email via **Student Email Communication Handler** 141
PARENT/GUARDIAN 2	
Lives with Student	checked if Parent/Guardian lives with Student
Name	P/G name
Home Tel	P/G home telephone
Work Tel	P/G work telephone
E-Mail	P/G email address; if address is present, clicking initiates email via **Student Email Communication Handler** 141
Edit/Save Button	clicking **Edit** makes form data editable and changes it to **Save**, which saves form data to the School database
Report Button	creates printable report/PDF of this form

Student Education Plan Documents appears when **EP Docs Button** is clicked on **Student Information** 133. It enables quick retrieval of Education Plan Documents for Ed Plan Students by referencing a database of document links. The necessary database can either be created by the School's IT Department and hosted on the School's server (see **Server-Based Data** in **School Profile** 100), or links can be manually added by the User using the **Link Button** on this form.

Grades2Go™ divides Ed Plan Documents into two major types:

- **General** documents, which deal with general aspects of a Plan that are not specific to any one Section; there can be one General document per Ed Plan
- **Section** documents, which describe the Plan for specific classroom Sections; there can be one Section document for each Section in which an Ed Plan Student is enrolled

Screenshot

(shown in **Edit** mode)

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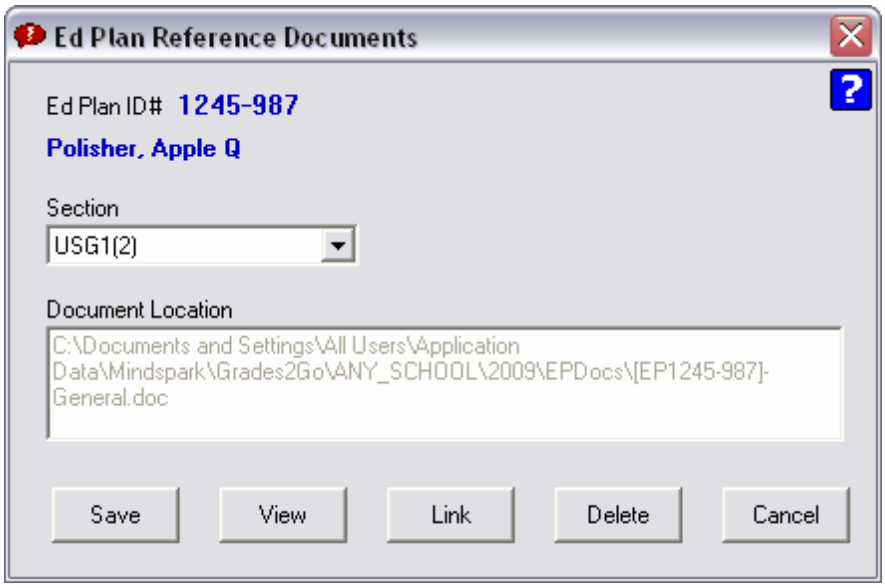

Controls

Control	Function
Ed Plan ID#	the ID# of the Student's Education Plan (from **Student Info** 133)
Student Name	name of the currently viewed Student
Section Selector	drop-down selector with **General** as the first selection, followed by all Sections taught by the Teacher in which this Ed Plan Student is enrolled (generally a single Section, but could be more)
Document Location	the full pathname for the reference document
Edit/Save Button	clicking **Edit** makes Document Location editable and changes the **Edit Button** to **Save**, which then saves the link to the School EP Documents database; **Edit/Save Button** is not visible if the database is hosted on a server
View Button	opens the linked Document in a new window, using the appropriate application program
Link Button	visible only in **Edit** mode; opens a folder/file selector dialog window to locate an existing document and automatically creates a copy for the **EPDocs Folder** 225; link finalized upon **Save**
Delete Button	visible only in **Edit** mode when a linked document is present; after confirmation, removes the link from the School EP Documents database but leaves the document itself in the **EPDocs Folder** 225.

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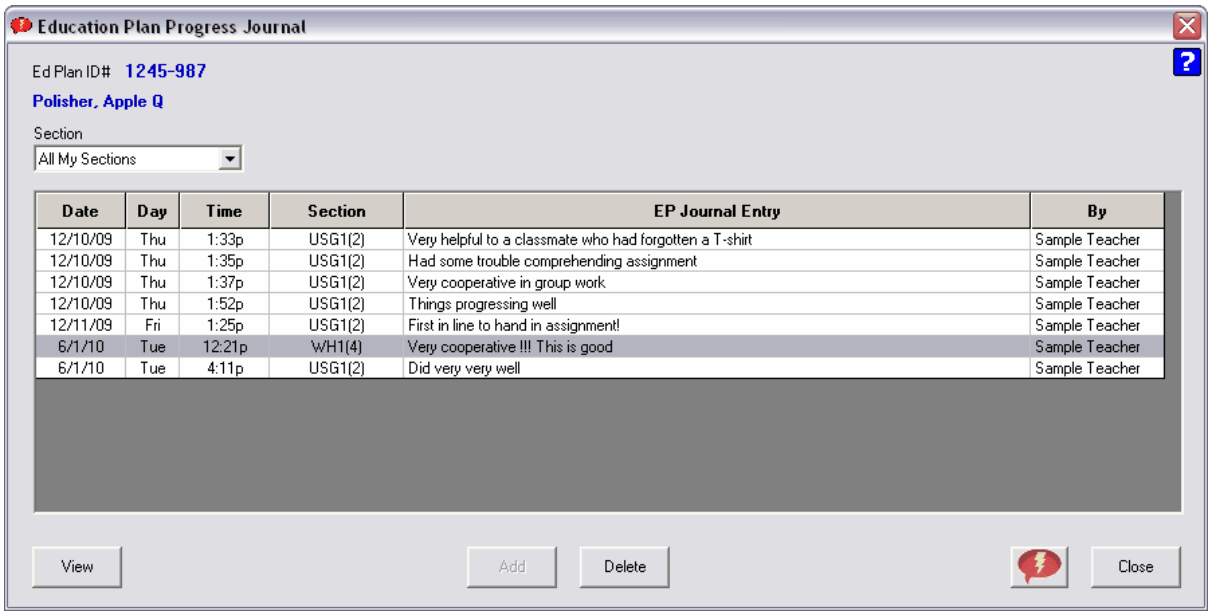
Student Education Plan Progress Journal is a chronological listing of all Education Plan Journal entries for a selected student on such a Plan. It appears when an **EP Journal** icon is clicked on Student Folders 327. Entries can originate from two sources:

- added via this form
- automatically generated when **Make entry in Student EP Progress Journal** is checked in the Student Email Handler 141 (appears after clicking **Student Email** cell in Student Folder 327, or any email link is clicked in Student Info 133)

Screenshot


Education Plan Progress Journal
Ed Plan ID# 1245-987
Polisher, Apple Q
Section
All My Sections
Date Day Time Section EP Journal Entry By
12/10/09 Thu 1:33p USG1(2) Very helpful to a classmate who had forgotten a T-shirt Sample Teacher
12/10/09 Thu 1:35p USG1(2) Had some trouble comprehending assignment Sample Teacher
12/10/09 Thu 1:37p USG1(2) Very cooperative in group work Sample Teacher
12/10/09 Thu 1:52p USG1(2) Things progressing well Sample Teacher
12/11/09 Fri 1:25p USG1(2) First in line to hand in assignment! Sample Teacher
6/1/10 Tue 12:21p WH1(4) Very cooperative !!! This is good Sample Teacher
6/1/10 Tue 4:11p USG1(2) Did very very well Sample Teacher
View
Add
Delete
Close

Data Grid

Column	Data Description
	Note: double-clicking any row opens Student EP Progress Journal Entry 139, allowing full viewing/editing of Journal entry text; equivalent to clicking **View Button** after selecting a row
Date	the date associated with the EP Journal entry
Day	the day of the week associated with the EP Journal entry
Time	the time of day associated with the EP Journal entry
Section	the Section associated with the EP Journal entry (student could be in more than one Section taught by the same Teacher)
EP Journal Entry	the text of the Journal entry; automatically formatted if originating in Communications Wizard 329 or Student Email Handler 141
By	the name of the person who authored the entry (could be Student's Aide, etc)

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Controls

Control	Function
Ed Plan ID#	the ID# of the Student's Education Plan (from **Student Info** 133)
Student Name	the currently viewed Student
Section Selector	drop-down selector of all Sections taught by the Teacher in which the selected Student is enrolled; if more than one Section, initialized to **All My Sections**
View Button	opens **Student EP Progress Journal Entry** 139 in **View** mode for selected EP Journal entry; equivalent to double-clicking a line
Add Button	opens **Student EP Progress Journal Entry** 139 in **Add** mode for adding an EP Journal entry
Delete Button	after confirmation, removes the selected EP Journal entry from the list
Report Button	creates printable report/PDF from info on this form; see **Student EP Progress Journal Report** 140

Student EP Progress Journal Entry shows details of an EP Journal entry. The form appears when **View Button** or **Add Button** are clicked on **Student EP Progress Journal** 137, or when an EP Journal entry is double-clicked. In each case, the form differs only in title, displayed data and enabled buttons, but operation is virtually identical.

Screenshot

(shown in **Edit** mode)

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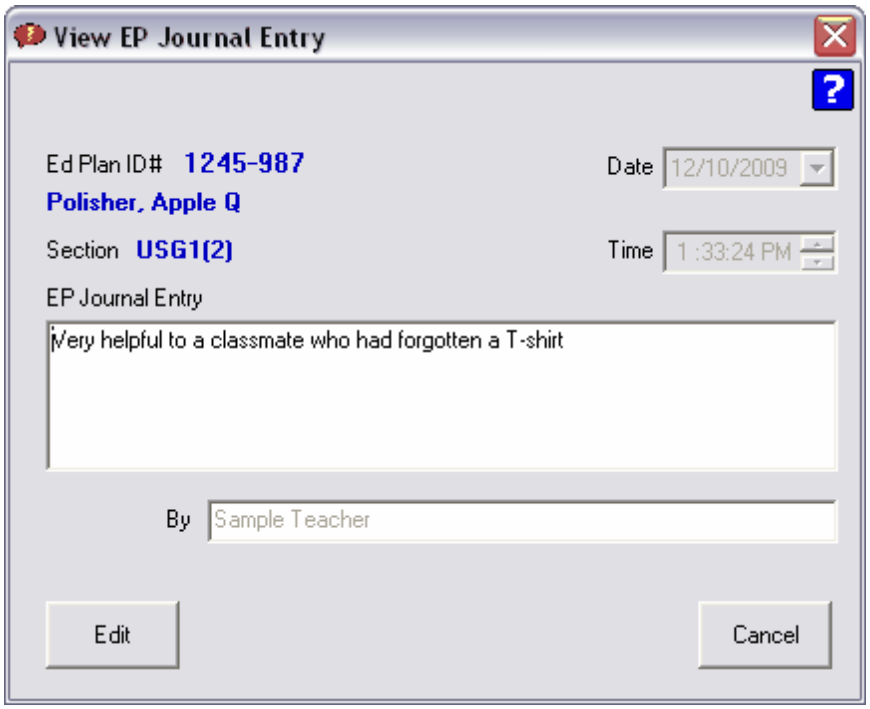

Controls

Control	Function
Ed Plan ID#	ID# of Education Plan
Student Name	the currently viewed Student
Section	the Section to which the EP Journal entry applies
Date Selector	drop-down selector for date associated with EP Journal entry; in **Add** mode, initialized to today's date
Time Selector	drop-down selector for time associated with EP Journal entry; in **Add** mode, initialized to current time
EP Journal Entry	text of the EP Journal entry
By	the name of the person authoring the entry
Edit/Save Button	clicking **Edit Button** makes form data editable and changes it to **Save Button**; **Save Button** saves form data to the Section database

Student EP Progress Journal Report is a formatted report of information on the **Student EP Progress Journal** 137 data grid, displayed when the **Report Button** is clicked. The report appears

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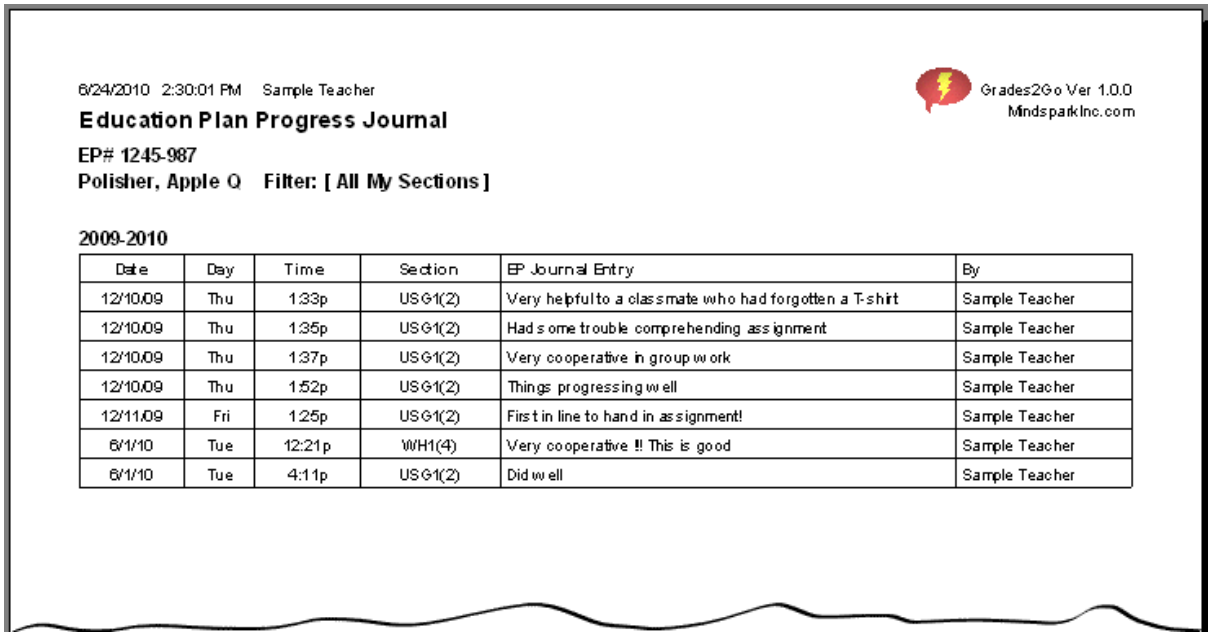
within Mindspark's standard **Report Handler** 361, which allows it to be easily viewed, printed, saved to PDF, or emailed to others. It should be thought of as a working report, for a teacher's or school's internal purposes. Reports intended for distribution to Students or Parents (eg **Progress Reports**) should be created via the **Communications Wizard** 335 tab.

Data shown on this samples is covered in **Student EP Progress Journal** 137 and should be self-explanatory. Note that values and text are for example purposes only; they may be nonsensical and atypical of normal use!

Report Sample

(letter-size, **Portrait** orientation, as many sheets as necessary)



6/24/2010 2:30:01 PM Sample Teacher

Grades2Go Ver 1.0.0
MindsparkInc.com

Education Plan Progress Journal

EP# 1245-987

Polisher, Apple Q Filter: [All My Sections]

2009-2010

Date	Day	Time	Section	EP Journal Entry	By
12/10/09	Thu	1:33p	USG1(2)	Very helpful to a classmate who had forgotten a T-shirt	Sample Teacher
12/10/09	Thu	1:35p	USG1(2)	Had some trouble comprehending assignment	Sample Teacher
12/10/09	Thu	1:37p	USG1(2)	Very cooperative in group work	Sample Teacher
12/10/09	Thu	1:52p	USG1(2)	Things progressing well	Sample Teacher
12/11/09	Fri	1:25p	USG1(2)	First in line to hand in assignment!	Sample Teacher
6/1/10	Tue	12:21p	WH1(4)	Very cooperative !! This is good	Sample Teacher
6/1/10	Tue	4:11p	USG1(2)	Did well	Sample Teacher

Student Email Communication Handler makes it easy to send emails to a Student and his/her Support Circle. The form is accessible by clicking any icon on **Student Information** 133, or by clicking on the **Student Email** column of the **Student Folders** 327 tab of a **Section Dashboard** 233.

The **Email Handler** provides a number of time-saving features:

- your email address appears on the **From** line
- the clicked address automatically appears on the **To** line
- if other email addresses are available for the Student's Support Circle, checkboxes for those addresses are made available on the **Cc** and **Bcc** lines
- an additional **Self** checkbox is available on the **Bcc** line, as additional assurance that an email was successfully transmitted and received

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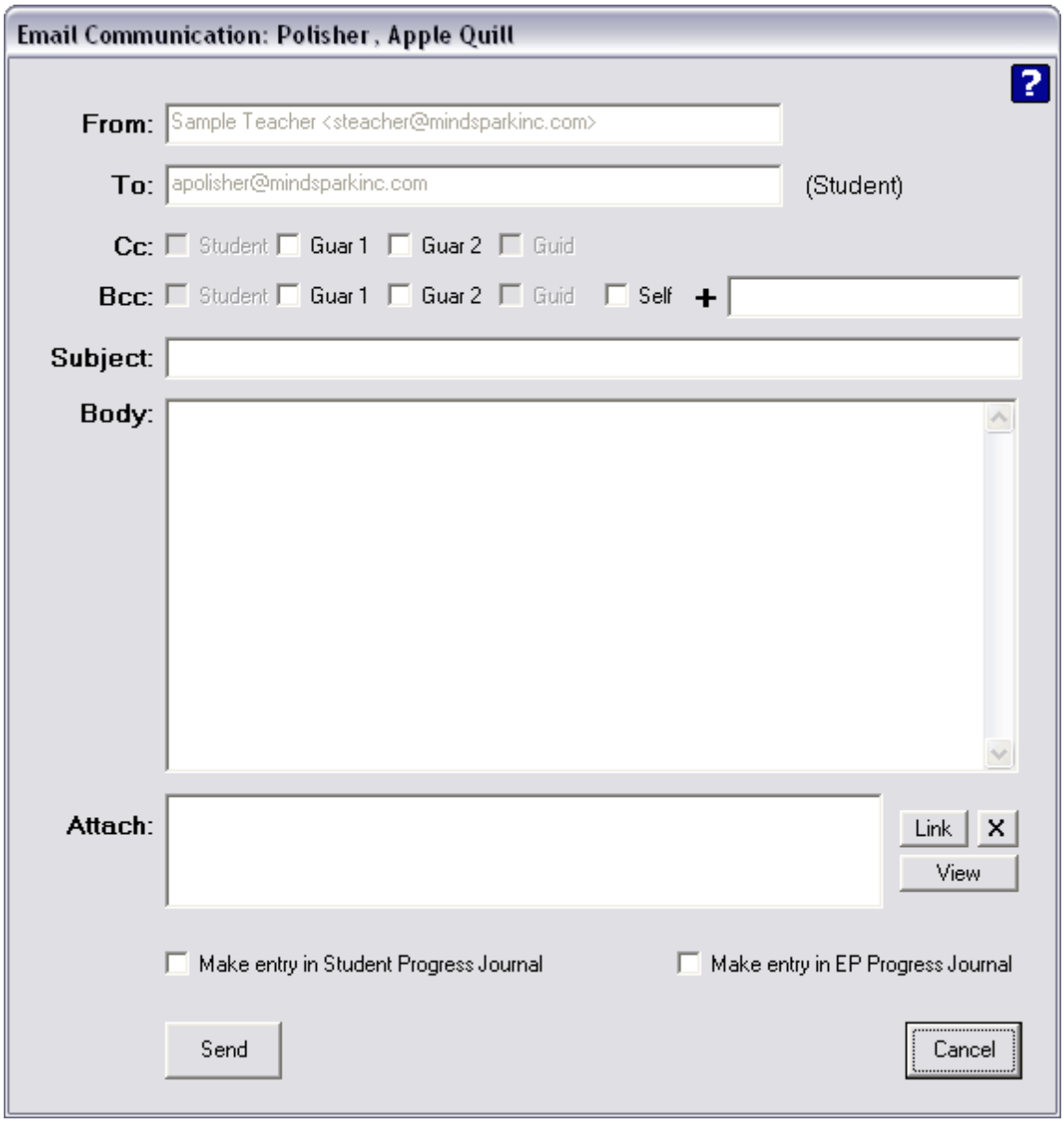
- additional email addresses can be added as **Bcc's** (separated with commas)
- a single attachment is supported, and it can be viewed before sending
- a record of the communication can be automatically entered in the **Student Progress Journal** 332 (from **Student Folders** 327 only) and the **EP Progress Journal** 137 (if applicable)

Screenshot



Controls

Control	Function

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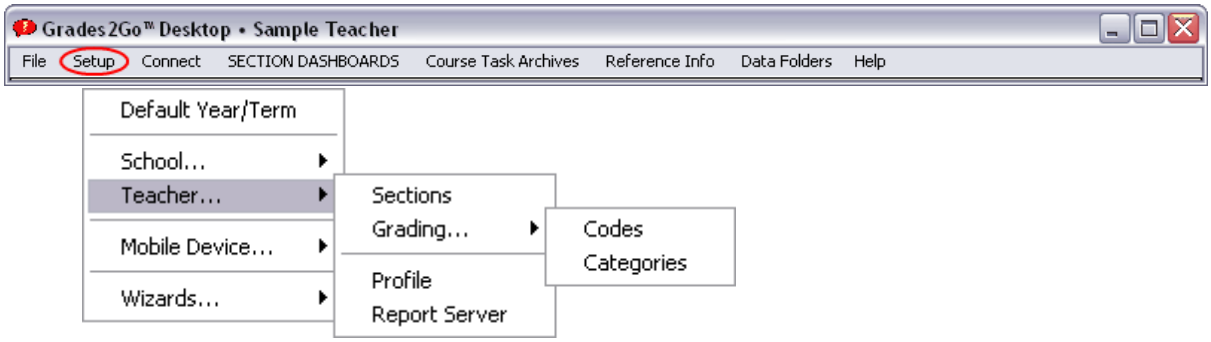
From Line	the Current User's email address (automatically entered from **Teacher Profile** 156)
To Line	the email address that was clicked to bring up the form; line is followed by the recipient type in parentheses, eg **(Student)**
Cc Line	checkboxes for **Cc** recipients by type (enabled if addresses present)
Bcc Line	checkboxes for **Bcc** recipients by type (enabled if addresses present); additional checkbox for **Self** (Current User's address); additional **+** addresses may be addeded if separated by commas
Subject Line	subject text (required)
Body	message body text (not required, but prompted if missing)
Attach Window	full pathname of an optional attached file
Link Button	opens a folder/file selector dialog window to locate an existing document and place its pathname in the **Attach Window**
X Button	after confirmation, clears the contents of the **Attach Window** (removes the link)
View Button	clicking displays the linked document in a separate window, using an appropriate application program
Student Progress Checkbox	if checked, records the email in the **Student Progress Journal** 332 (checkbox available within **Section Dashboards** only)
EP Progress Checkbox	if checked, records the email in the **EP Progress Journal** 137 (if applicable)
Send	sends the email as configured on the form

5.4.2.3 Teacher



Teacher commands define teacher-specific data such as sections taught, personal grading scheme, profile info, and email server info (for automatically distributing student reports). Each command is

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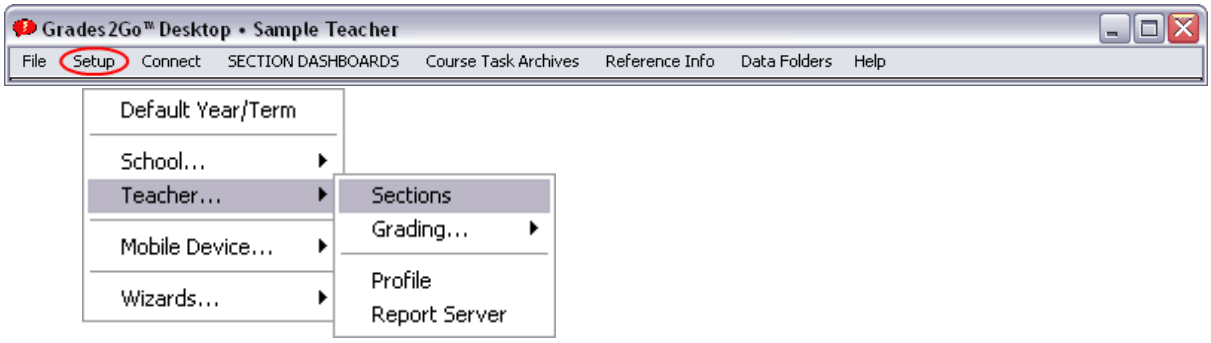
explored in detail in the following topics.

5.4.2.3.1 Sections

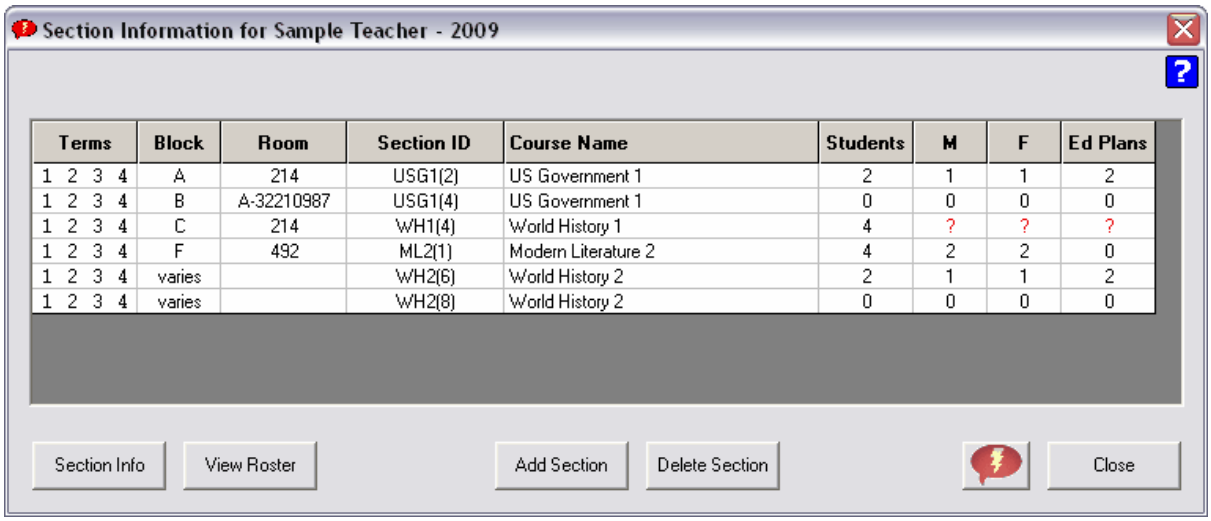


Sections maintains the list of classroom sections taught by the Current User in the current school year.

IMPORTANT!

School data can be hosted on a server, as explained and controlled in **Profile** 100. The **Sections** database is considered to be school data because the information is set by the school administration. It can therefore be hosted on a server and selected for download, in which case this menu selection will be disabled (light text). **Sections** data is always viewable via **Reference Info** 201.

Screenshot


Section Information for Sample Teacher - 2009
Terms
Block
Room
Section ID
Course Name
Students
M
F
Ed Plans
1 2 3 4 A 214 USG1(2) US Government 1 2 1 1 2
1 2 3 4 B A-32210987 USG1(4) US Government 1 0 0 0 0
1 2 3 4 C 214 WH1(4) World History 1 4 ? ? ?
1 2 3 4 F 492 ML2(1) Modern Literature 2 4 2 2 0
1 2 3 4 varies WH2(6) World History 2 2 1 1 2
1 2 3 4 varies WH2(8) World History 2 0 0 0 0
Section Info
View Roster
Add Section
Delete Section
Close

Data Grid

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Column	Description
Terms	displays the number of a term if taught and a (**-**) if not taught (e.g. **1 2 3 4** for all terms taught, **1 2 - -** for only **S1T1** and **S1T2** taught)
Block	the scheduling block to which the section is assigned
Room	the usual room number
Section ID	the identifier for the section, e.g. WH1(1) for section 1 of course WH1
Course Name	the long name of the course
Students	the total number of students in the section
M	the number of males in the section (**?** indicates gender info is missing for at least one student)
F	the number of females in the section (**?** indicates gender info is missing for at least one student)
Ed Plans	the number of students on an **Individual Education Plan** (special needs)

Controls

Control	Function
Section Info Button	opens the **View Section** form (see below)
View Roster Button	clicking opens the **View Roster** form (see below) for a highlighted course; equivalent action when a line is double-clicked
Add Section Button	clicking opens the **Add Section** form (see below)
Delete Section Button	clicking opens **Delete** confirmation for highlighted course
Report Button	creates printable/emailable PDF from info on this form

5.4.2.3.1.1 Add/View Section

Add/View Section allows you to add a new **Section** or view/edit an existing **Section**. The Add version is displayed after pushing **Add Section Button** on the **Index**; the View/Edit version appears after pushing **Section Info Button** on the **Sections** list with a selection highlighted.

Screenshots

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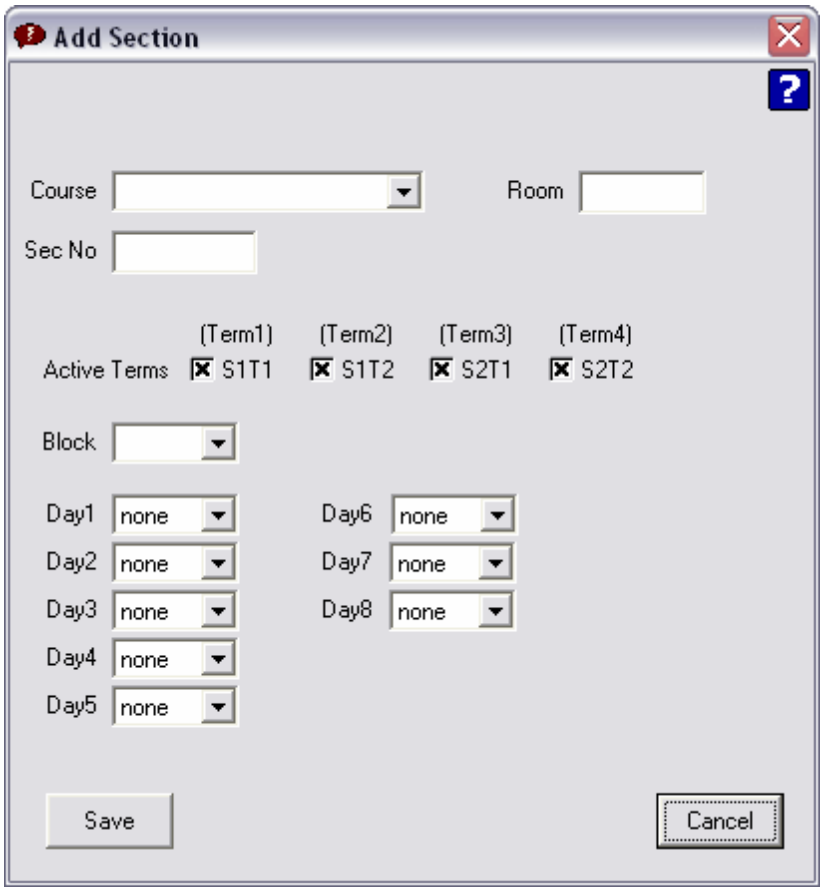
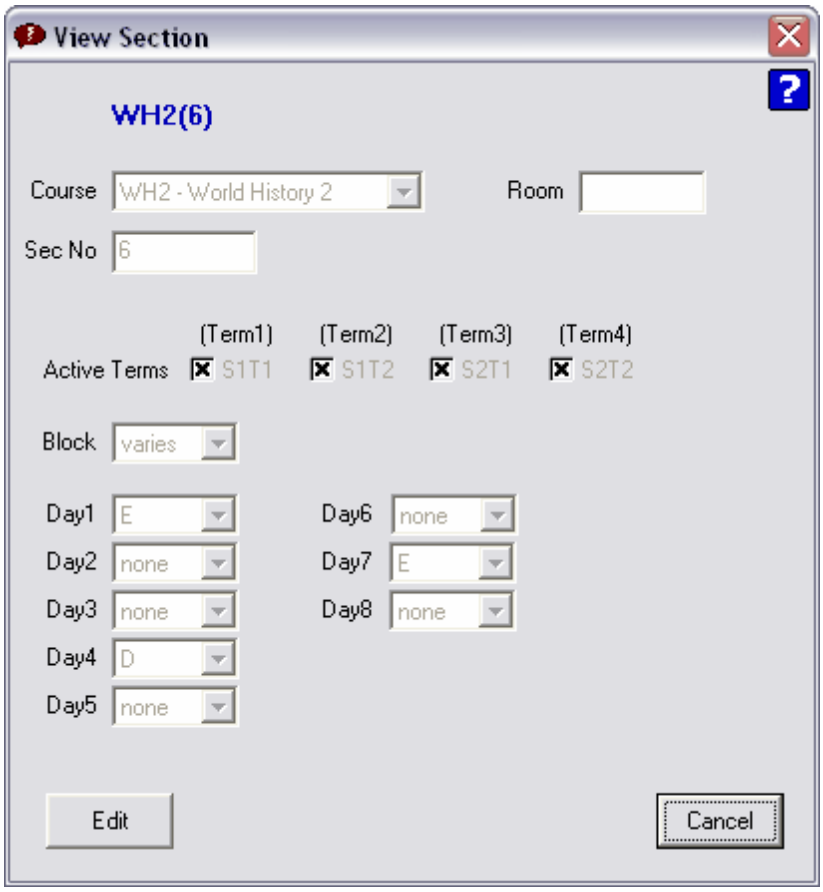


© 2012 Mindspark Inc



Controls

Control	Function
Section ID	unique identifier for the Section, in the format **Course(SecNo)** (visible only on **View Section** form)
Course	a drop down list for selecting/indicating the desired Course; a course can be added here by selecting **<create a new course>**
Sec No	a unique identifier of the Section taught with a Course; alphanumeric, 8 character maximum
Room	an identifier for the Room where the Section usually meets
Active Terms	four checkboxes, one for each Term of the year; if checked, the Section meets in that Term and a Section Dashboard is available; if not, it doesn't meet and no Section Dashboard is available
Block	the Block of the school's daily schedule during which this Section meets; varies indicates the Block is not constant from day to day (can be customized via **Block Selectors**)
Block Selectors	a drop-down Block selector for each day of the week (or each day of a rotating schedule); allows customizing of variable Blocks

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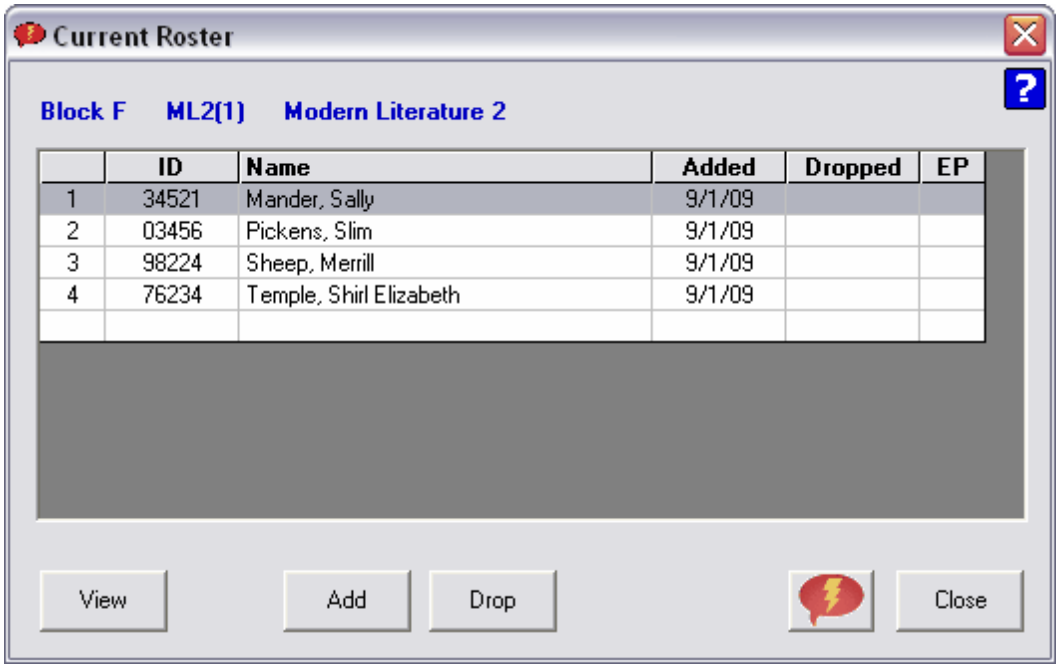
Edit/Save Button	**Edit** makes viewed information editable; **Save** saves displayed information to the database

5.4.2.3.1.2 View /Edit Roster

View/Edit Roster allows you to view and edit a Section roster. It is displayed by pushing **View Roster** on the **Sections** list after highlighting an entry, or by double-clicking an entry line.

Screenshot



Data Grid

Column	Description
Section Line	Section identifier information: scheduled Block, section ID, course name
#	sequential listing number (no particular significance)
ID	student ID number
Name	student name
Added	the date the student was added to the roster
Dropped	the date the student was dropped from the roster

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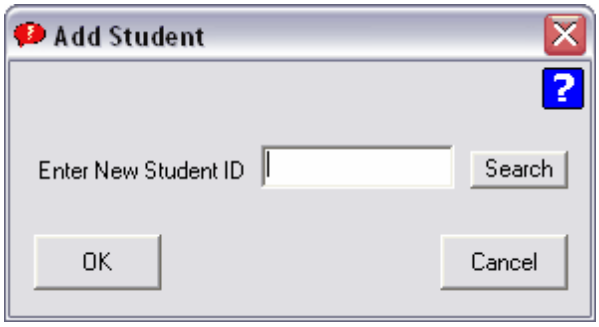
EP	if an **X**, indicates that the student has an Education Plan

Controls

Control	Function
View Button	displays **Student Information** 133 for a highlighted student; equivalent to double-clicking a line
Add Button	
Drop Button	
Report Button	

Add Student allows quick addition of a Student to the roster by entering a Student ID. It is displayed by pushing **Add** on the Roster list.

Screenshot



Controls

Control	Function
Enter New Student ID	the ID number of the student to be added to the Roster
Search Button	opens the **School Student Database** 131 from which a Student ID can be selected if not immediately available
OK Button	adds Student to the roster after ensuring that ID exists in the main database but not yet in the Section roster, and after prompting for the effective add date

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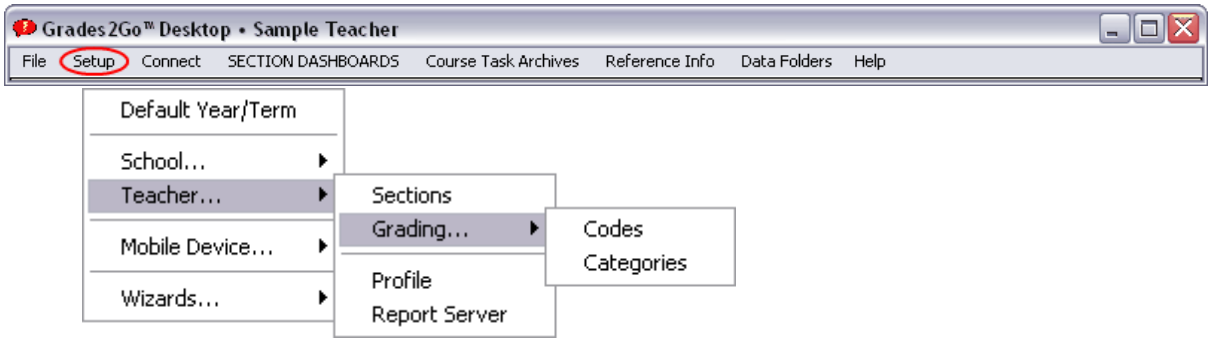
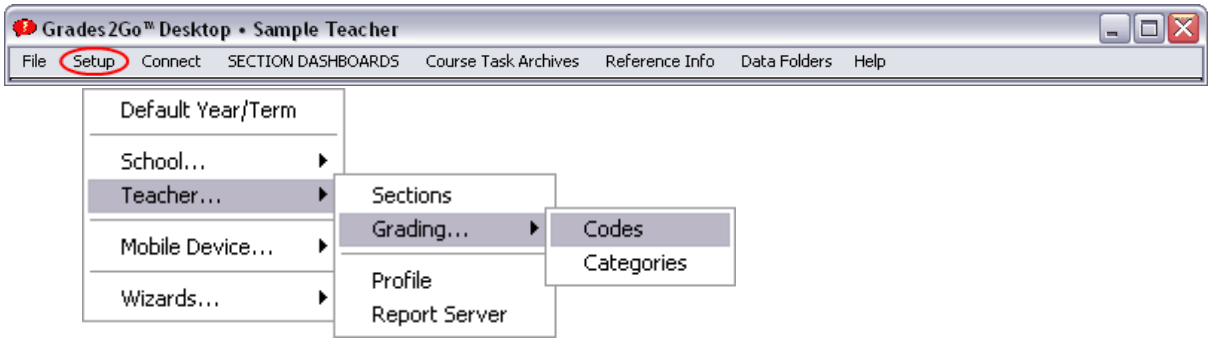
5.4.2.3.2 Grading



Grading defines a teacher's Task **Codes** and Task **Categories**, covered in detail in the following two topics.

5.4.2.3.2.1 Codes



Codes defines a teacher's abbreviations for types of assigned Tasks. When a Task is created, it's assigned a permanent **Code** from this list. Each **Code** can be given a color (applied to Tasks in Term Grades). **Codes** can also be assigned a default relative weight (used by **WO** and **WC** grading algorithms) and a Category (used by **WC** and **PC** algorithms). See **Grading Algorithms** 71 for a detailed discussion of the three grade calculation options and the role played by these **Codes** in each.

Screenshot

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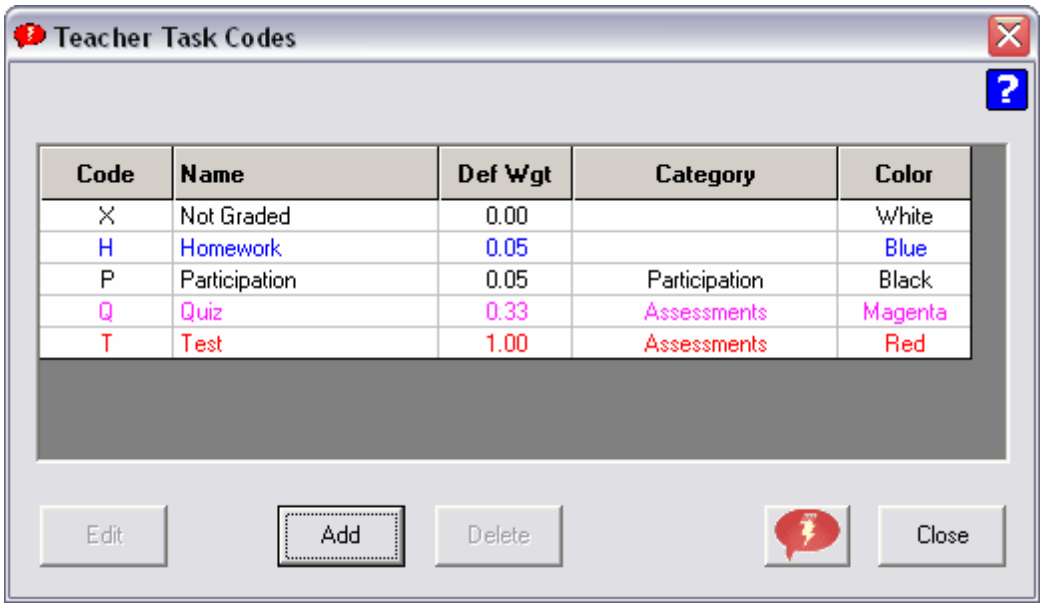

Data Grid

Column	Description
Code	short abbreviation for the Task Code type
Name	the unabbreviated name for the Code
Def Wgt	default weight for the Code relative to the other Codes (used by **WO** and **WC**)
Category	optional default Category for the Code (used by **WC** and **PC**)
Color	display color for Tasks of this Code in Term Grades

Controls

Control	Function
Edit Button	clicking opens the **View Roster** form (see below) for a highlighted course; equivalent action when a line is double-clicked
Add Button	clicking opens the **Add Section** form (see below)
Delete Button	clicking opens **Delete** confirmation for highlighted course
Report Button	creates printable/emailable PDF from info on this form

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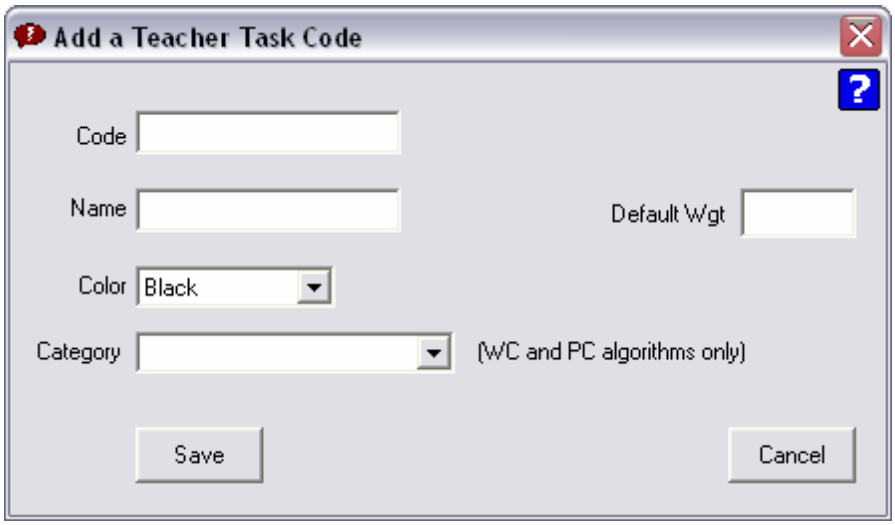
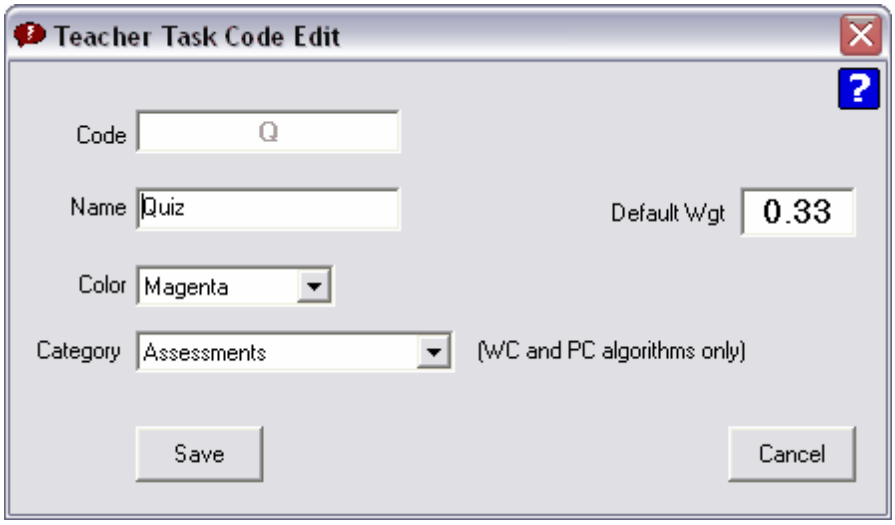
Add/Edit Code allows you to add a new **Task Code** or edit an existing **Task Code**. The Add version is displayed after pushing **Add Button** on the **Task Codes** list; the Edit version appears after pushing **Edit Button** on the **Task Codes** list with a selection highlighted, or by double-clicking a selection.

Screenshots





Controls

Control	Function
Code	a unique designator for this Task Code
Name	the common name of this Task Code

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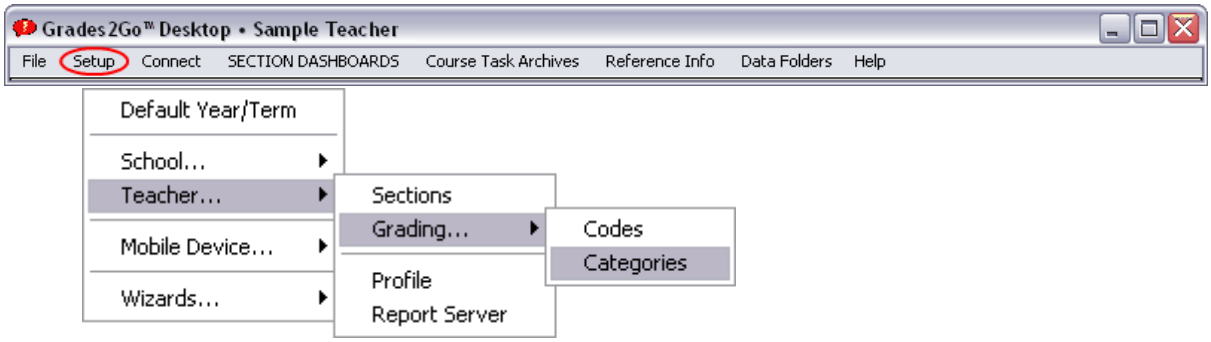
Default Wgt	the default weight of this Task Code relative to other Task Codes (not relevant in PC Algorithm)
Color	the color of the Task header text for tasks of this Code in **TERM Grades** 269
Category	the default Task Category for this Task Code (not relevant in WO Algorithm)
Save Button	saves the displayed information to the database

5.4.2.3.2.2 Categories



Categories are groupings of Task Codes, used only in **WC** and **PC** Grading Algorithms. Term grades are calculated by combining Category grades according to their assigned percentage weights. This form shows all defined Categories, with default weights, and allows new ones to be added or existing ones to be edited or removed.

Categories with **Default Pct Weights** greater than 0 are used to define the default **WC/PC** Grading Scheme for each Term whenever a new Section is created. For this reason, the total of the **Default Pct** column must always be 100%. The form cannot be closed unless this condition is met. However, these default Categories/Weights can be modified as needed within any Section and Term.

Screenshot

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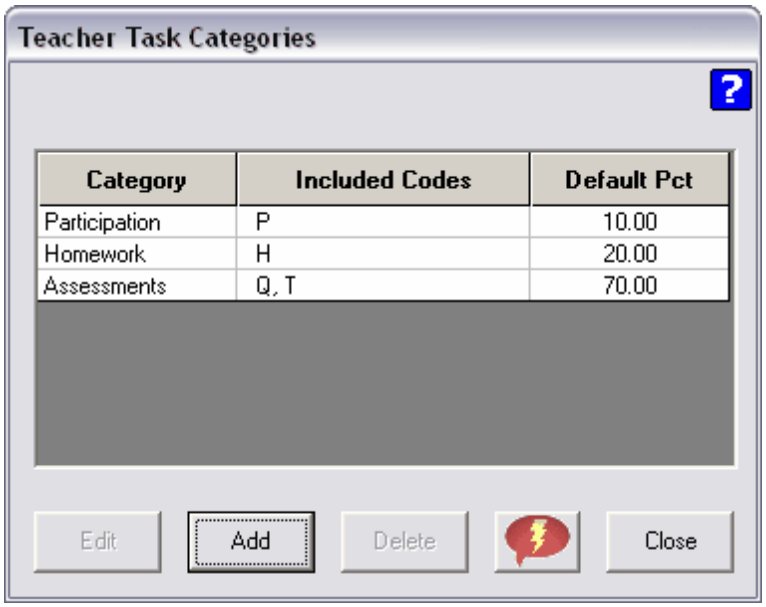

Data Grid

Column	Description
Category	the name for this Category
Included Codes	the **Codes** 150 currently associated with this Category
Default Pct	the default weight in % for term grade calculations (can be adjusted within **TERM Calculation Scheme** 293)

Controls

Control	Function
Edit Button	clicking opens the **Edit Category** form (see below) for a highlighted course; equivalent action when a line is double-clicked
Add Button	clicking opens the **Add Category** form (see below)
Delete Button	clicking opens **Delete** confirmation for highlighted Category
Report Button	creates printable/emailable PDF from info on this form
Close Button	before closing the form, calculates the total of the Default Pct

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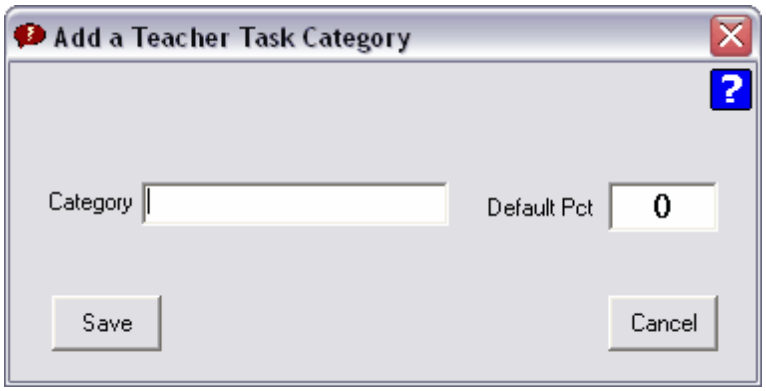
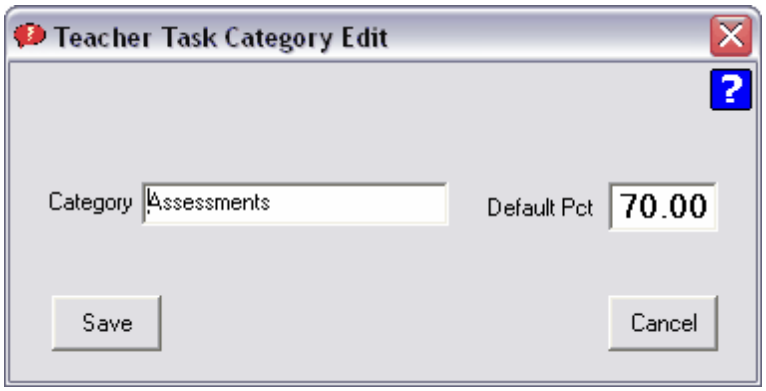
Add/Edit Category allows you to add a new **Task Category** or edit an existing **Task Category**. The Add version is displayed after pushing **Add Button** on the **Task Categories** list; the Edit version appears after pushing **Edit Button** on the **Task Categories** list with a selection highlighted, or by double-clicking a selection.

Screenshots





Controls

Control	Function
Category	a unique name for this Task Category
Default Pct	the default percent weight of this Task Category in the WO and WC Algorithms (not relevant in PC Algorithm)
Save Button	saves the displayed information to the database

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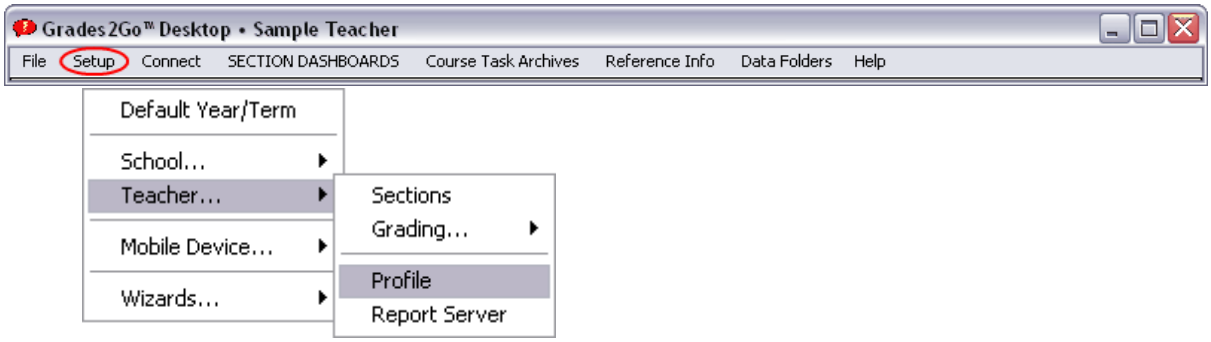
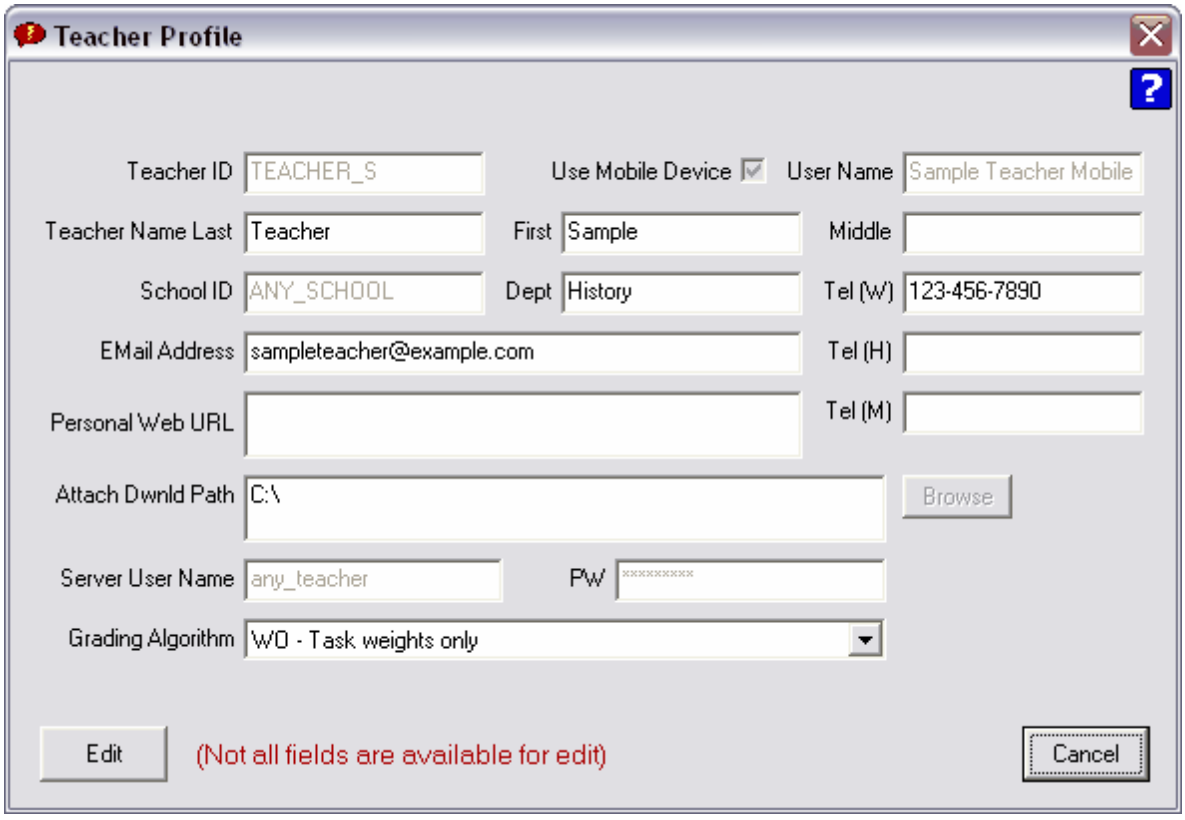
5.4.2.3.3 Profile



Profile identifies the Current User and saves personal settings like download folder for attachments, school server login info, and Grading Algorithm preference.

Screenshot



Controls

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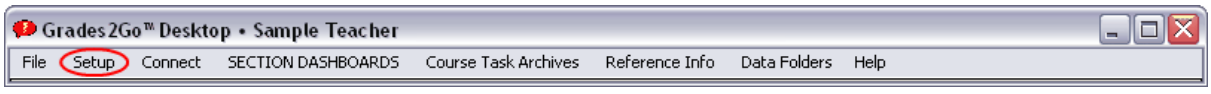
Control	Function
Teacher ID	the Current User's unique ID created in **User Setup** 29 (not editable)
Use Mobile Device	checked if Mobile Device set up via **Setup>Mobile Device>Enable** 159 (not editable here)
User Name	the name associated with the Mobile Device (visible only if **Use Mobile Device** checked)
Teacher Name Last	Current User's last name
First	Current User's first name
Middle	Current User's middle name
School ID	ID of User's school from **User Setup** 29 (not editable here))
Dept	User's department
EMail Address	User's email address (used by **Communications Wizard** 335)
Personal Web URL	User's website
Tel (W)	User's work telephone
Tel (H)	User's home telephone
(Tel (M)	User's mobile telephone
Attach Dwnld Path	the folder where downloaded email attachments are usually saved
Browse Button	brings up a drive/folder selector for indexing to desired **Attach Dwnld Path**
Server User Name	if Grades2Go™ school data is hosted on a server, the login name of the Current User
PW	the login password for the server
Grading Algorithm	the User's default **Grading Algorithm** 71 (can be overridden in **Section Dashboards** 233)
Edit/Save Button	puts form into **Edit** mode and saves data upon **Save**

5.4.2.3.4 Report Server



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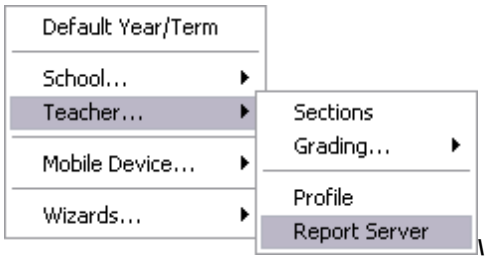
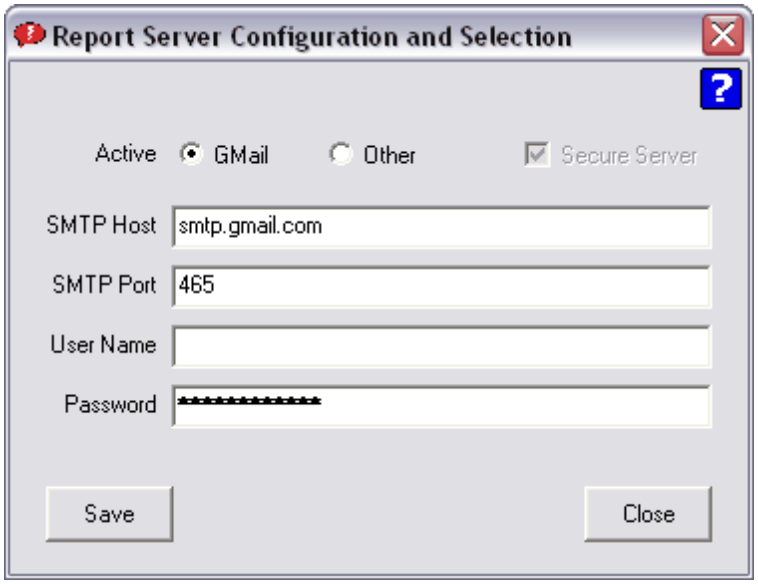


Report Server maintains up to two SMTP email servers for the Current User, for use in routine emails and in the **Communications Wizard** 335. One of the two is the GMail SMTP server (**smtp.gmail.com**), which can be used by anyone with a Google GMail account (free) and is pre-entered here. The other can be any other SMTP email server for which the User has an account. One of the two servers can be designated as the **Active** one for subsequent use by Grades2Go™ (can be changed at any time; in **Communications Wizard** 335, can be changed for a communications session).

Mindspark strongly recommends that you set up a free Google account if you don't already have one, and that you use the GMail server as the active one here. In so doing, all of the communications you generate via Grades2Go™ will be conveniently archived in your GMail **Sent** mailbox. Mindspark will be basing much of its future technology around Google's powerful web-based applications, so establishing an account is a good idea!

Screenshot

(shown in **Edit** mode)



Controls

Control	Function

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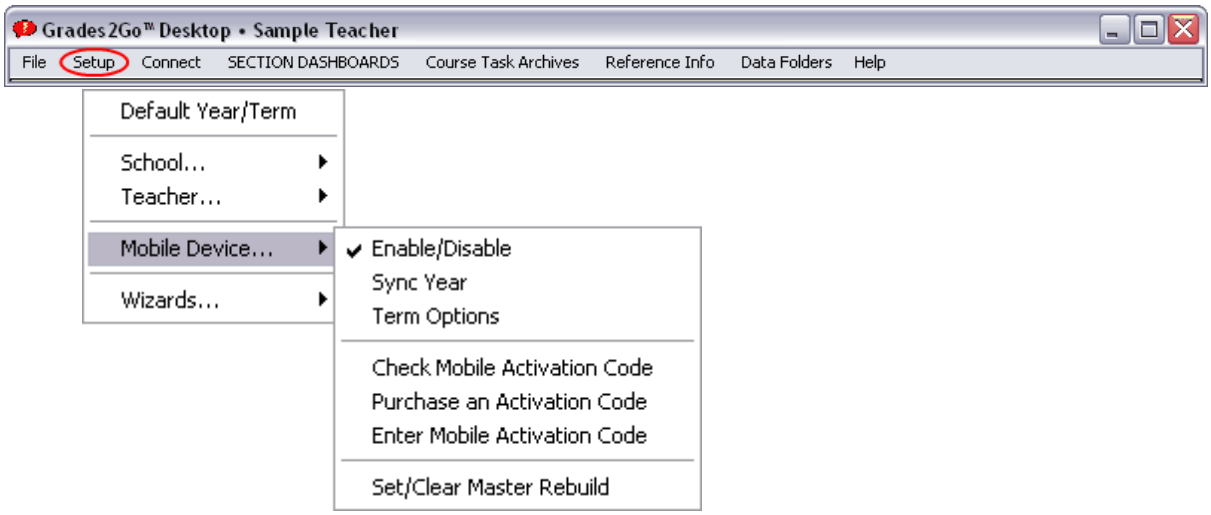
Active GMail/Other	selection of either the GMail SMTP server (recommended) or another email server of the User's choice
Secure Server Checkbox	check if SMTP server requires SSL (secure) protocol
SMTP Host	host name of SMTP server (without the **http://**)
SMTP Port	port number of SMTP server; default value is 465 if **Secure Server** checked and 25 if unchecked
User Name	User's login name for the SMTP server account
Password	User's password for the SMTP server account
Edit/Save Button	puts form into **Edit** mode and saves data

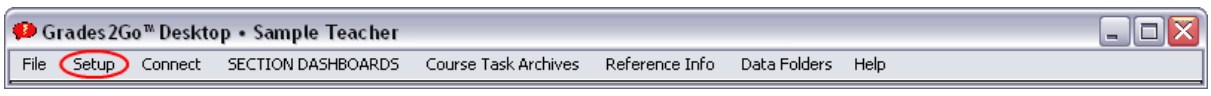
5.4.2.4 Mobile Device



Mobile Device commands enable, select and control the interaction between Grades2Go™ and a companion mobile device (e.g Android smartphone or tablet). A mobile device greatly enhances the versatility of Grades2Go™. Each command is explored in detail in the following topics.

If adding a mobile device, please follow the step-by-step procedure at **Adding a Mobile Device** 369.

5.4.2.4.1 Enable/Disable



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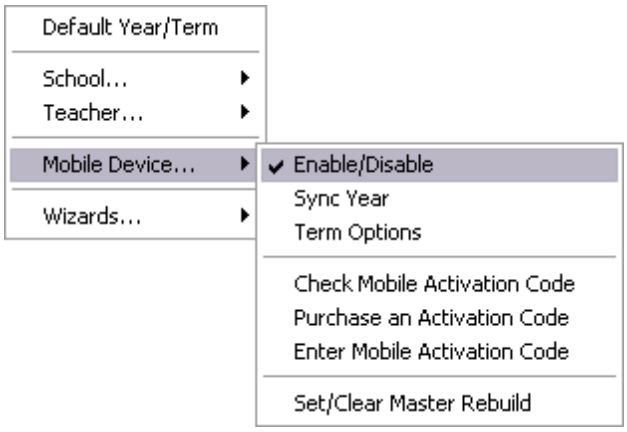

Enable/Disable associates/disassociates Grades2Go™ with a companion mobile device and its required mobile application/synchronization software. Once a device is set up and enabled, it can be disabled/re-enabled at will without losing setup data.

Screenshots

(Device not enabled or set up)

(Device enabled and in Edit mode)

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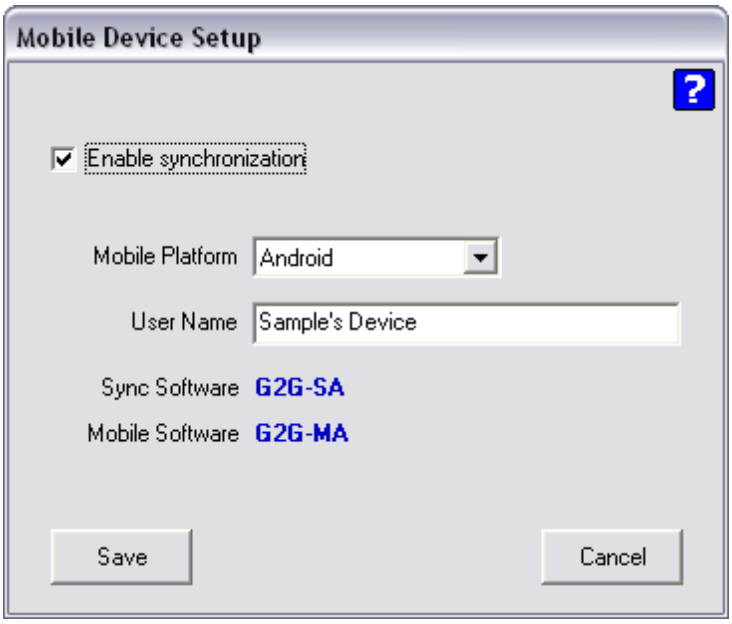
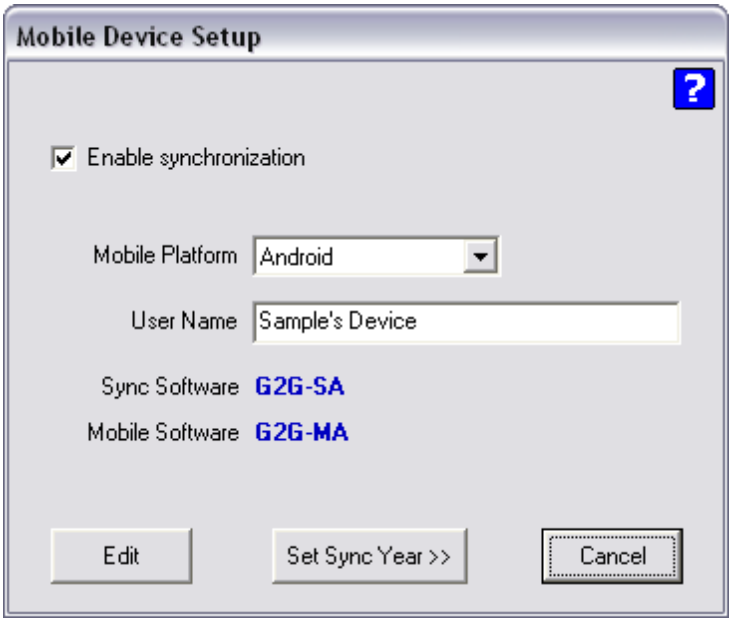


(Device enabled and already set up)



Controls

Control	Function
Enable (synchronize) Checkbox	associates/disassociates synchronization of a mobile device
Mobile Platform	dropdown list of supported mobile devices platforms (visible only if **Enable** is checked)

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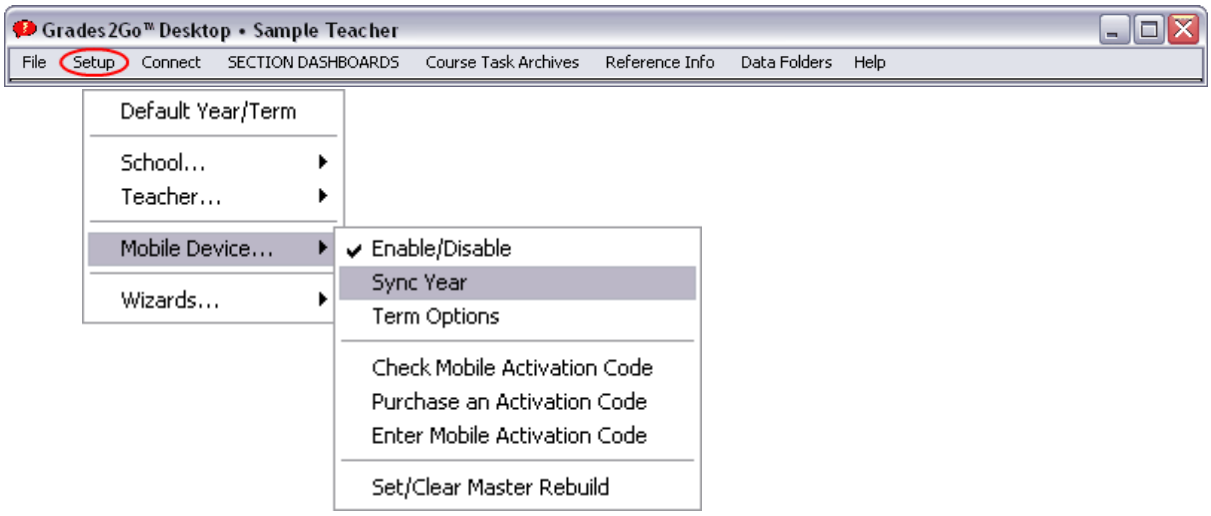
User Name	a unique name assigned to the mobile device (device set up outside Grades2Go™; not necessarily the same as the Grades2Go™ Desktop User Name)
Sync Software	the Grades2Go™ Sync product that needs to be downloaded and installed onto the desktop computer in order to synchronize Grades2Go™ Desktop with the connected mobile device
Mobile Software	the Grades2Go™ Mobile app which needs to be installed on the Android smartphone or tablet
Edit/Save Button	puts form into **Edit** mode and saves data; **Save** automatically brings up **Mobile Sync Year** 162 form
Set Sync Year >> Button	brings up **Mobile Sync Year** 162 form

For more information, see **Adding a Mobile Device - Step 1: Selecting and Enabling a Supported Device** 370.

5.4.2.4.2 Sync Year



Sync Year sets the Grades2Go™ data year with which the mobile device will synchronize during a synchronization session. Only one year can be synchronized per session.

Screenshots

(when first opened)

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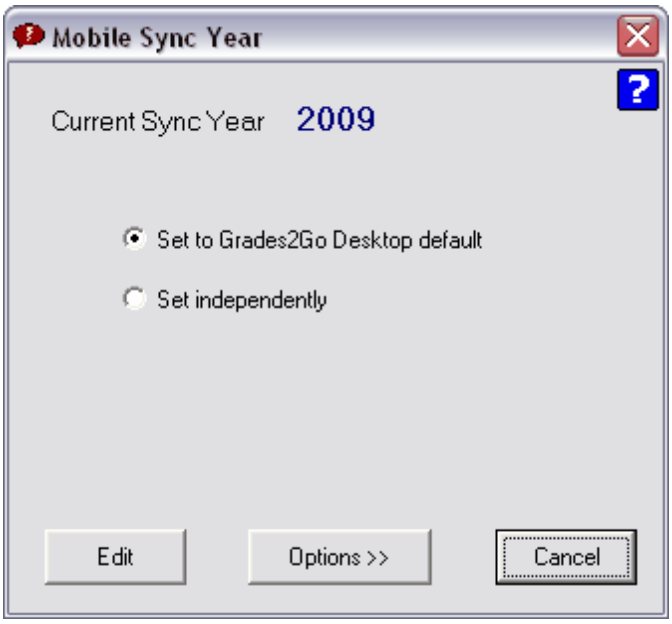
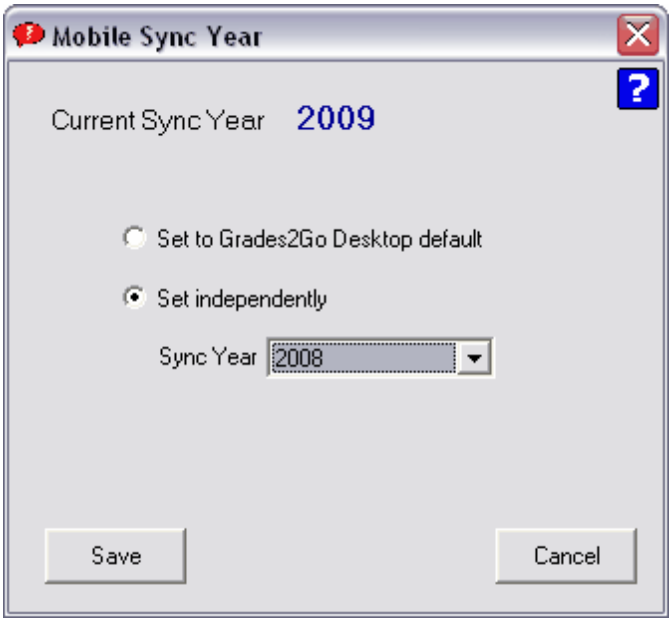


(**Edit** mode with **Set independently** selected)



Controls

Control	Function
Current Sync Year	shows data year to which mobile device is currently set to synchronize
Set to Grades2Go™ Desktop default Option	makes mobile device data sync year the same as the Grades2Go™ **Default Year/Term** 98 setting (recommended option

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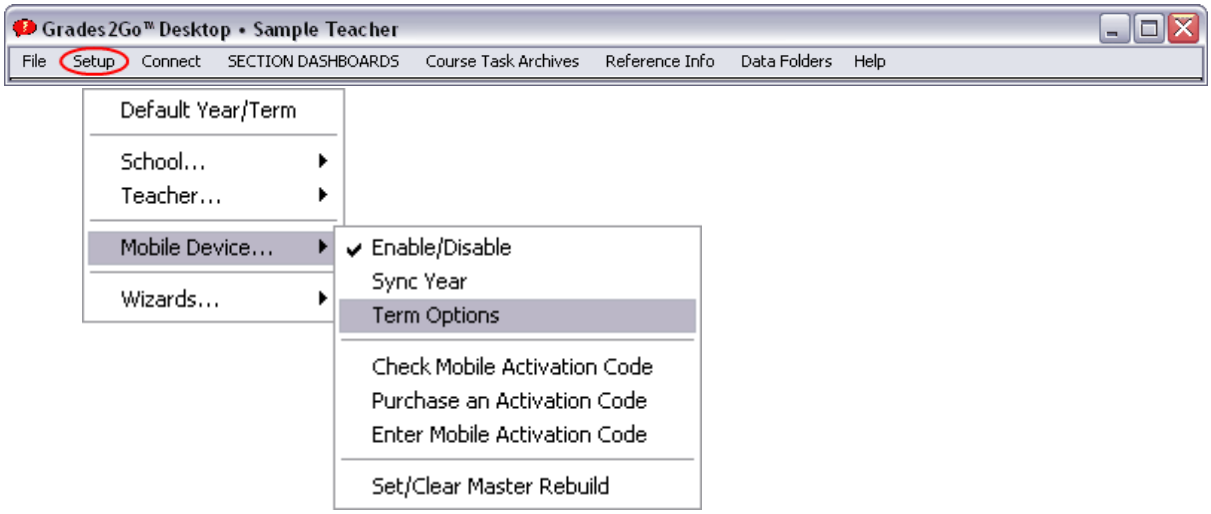
Set independently Option	enables setting of mobile sync year to a manually-selected year independent of **Default Year/Term** 98; primary use is to load mobile device with data from a previous year
Sync Year Selector	the fixed year to which mobile sync should be set (visible only if **Set independently Option** is chosen; chosen year must have been already set up via **Setup > Wizards > Year Setup** 177)
Edit/Save Button	puts form into **Edit** mode and saves data; **Save** automatically brings up **Mobile Sync Term Options** 164 form

For more information, see **Adding a Mobile Device - Step 1: Selecting and Enabling a Supported Device** 370.

5.4.2.4.3 Term Options



Term Options lets the User control which Sections, and what kind of data for those Sections, is to be synchronized on the mobile device for a given term of the Sync Year.

Screenshot

(shown in **Edit** mode)

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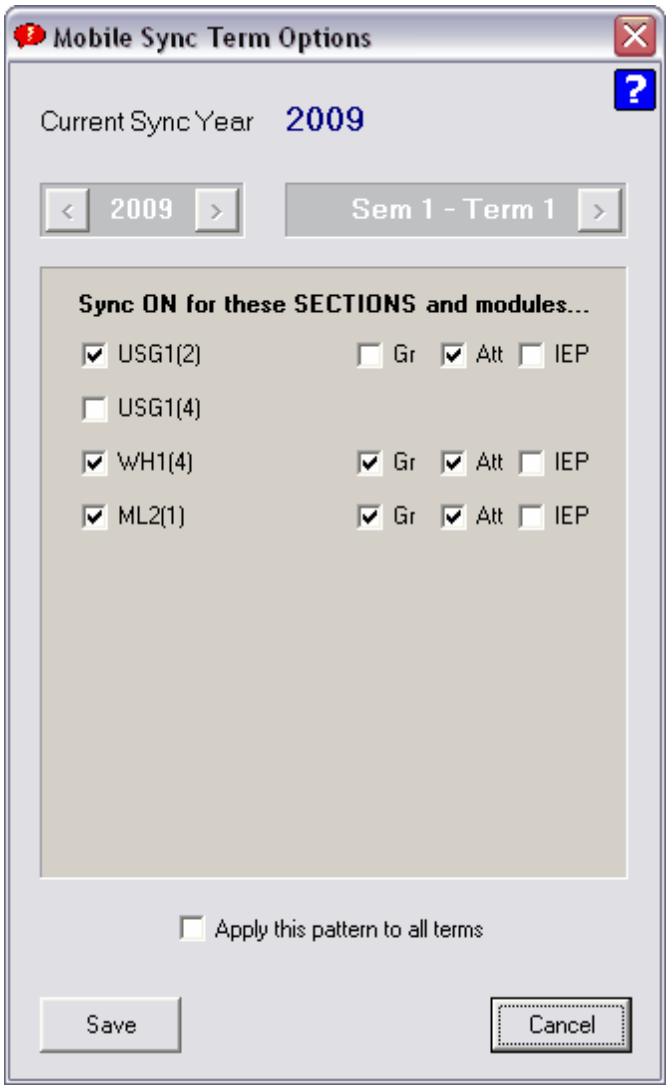

Controls

Control	Function
Current Sync Year	shows data year to which mobile device is set to synchronize
Year Selector (shown as 2009)	allows a synchronization year to be selected for which to view/set options (active only when form first loads)
Term Selector	allows a synchronization term to be selected for which to view/set options (active only when form first loads)
SECTION Checkboxes	enable/disable synchronization of individual Sections
Module Checkboxes	enable/disable mobile synchronization of individual data modules for an enabled Section: **Gr:** Grades data **Att:** Attendance data **IEP:** Individual Education Plan data (special needs)

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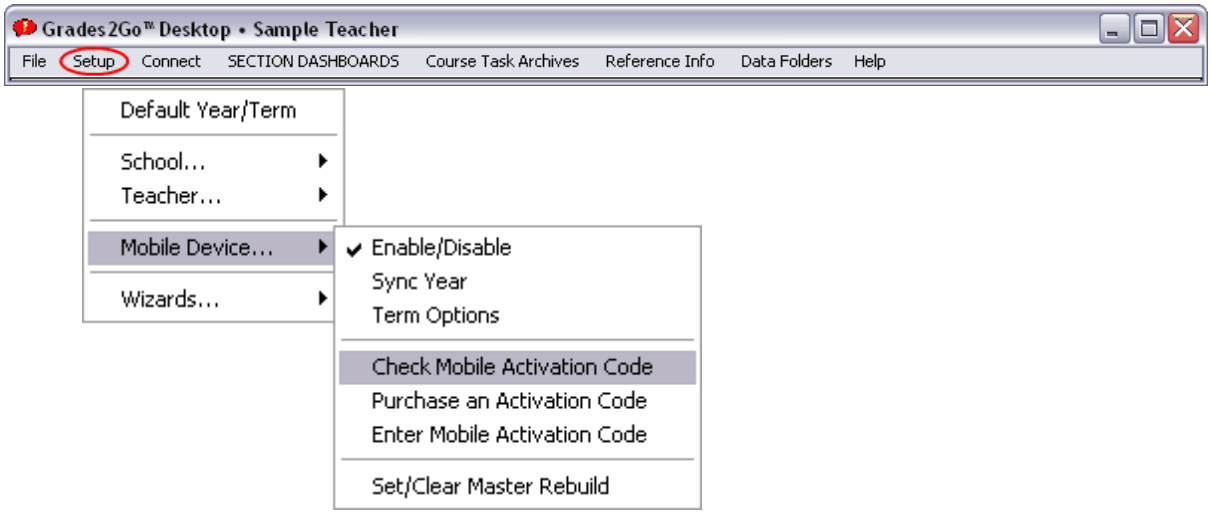
Apply this pattern to all terms Checkbox	checking (and then **Save**) sets all terms to the selections made for the visible term (visible in **Edit** only)
Edit/Save Button	puts form into **Edit** mode and saves data

For more information, see **Adding a Mobile Device - Step 1: Selecting and Enabling a Supported Device** 370.

5.4.2.4.4 Check Mobile Activation Code



Check Activation Code shows Grades2Go™ Mobile license details for the Current User.

Screenshot

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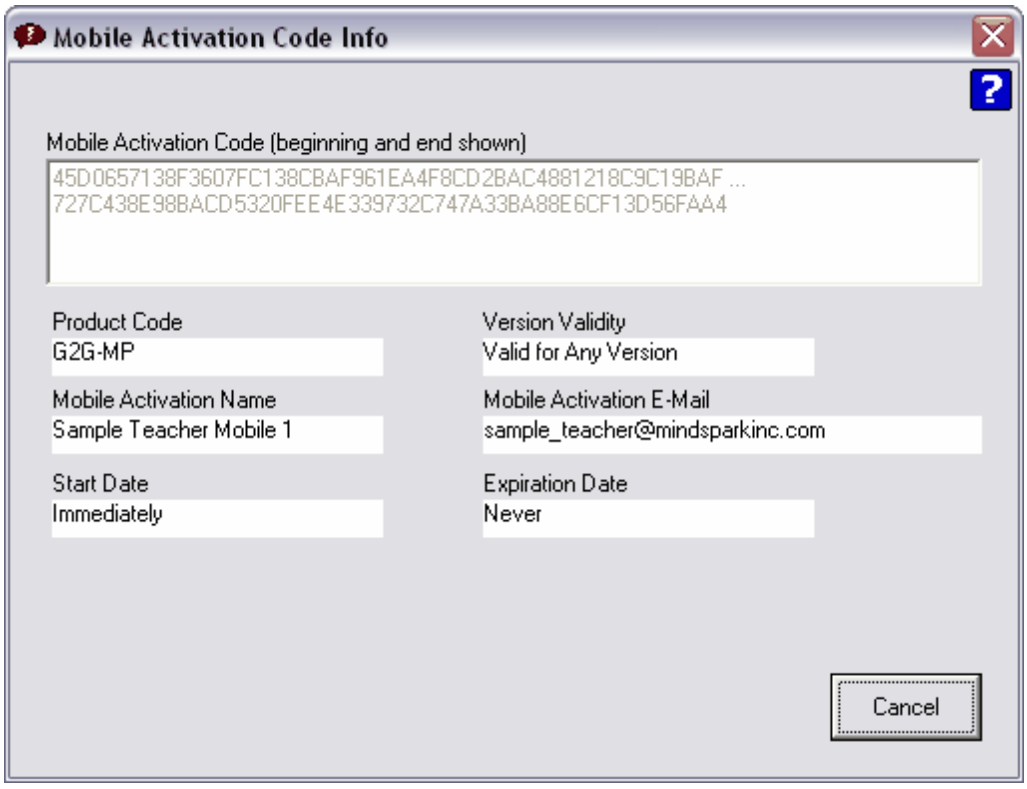

Controls

Control	Function
Mobile Activation Code	the beginning and end thirds of the User's Code
Product Code	Mindspark's code for this software product (**G2G-M-P**)
Version Validity	if not a version-limited license, entry reads **Valid for Any Version**; otherwise, version and revision existing at time of purchase are shown
Mobile Activation Name	the user name as set up on this mobile device (outside Grades2Go™)
Mobile Activation E-Mail	the email associated with this Code during purchase; used to notify User of version updates
Start Date	the date the Activation Code becomes effective
Expiration Date	the last day the Activation Code is effective
Purchase Button	visible if Code is invalid or expired; clicking opens Mindspark's Online Store webpage

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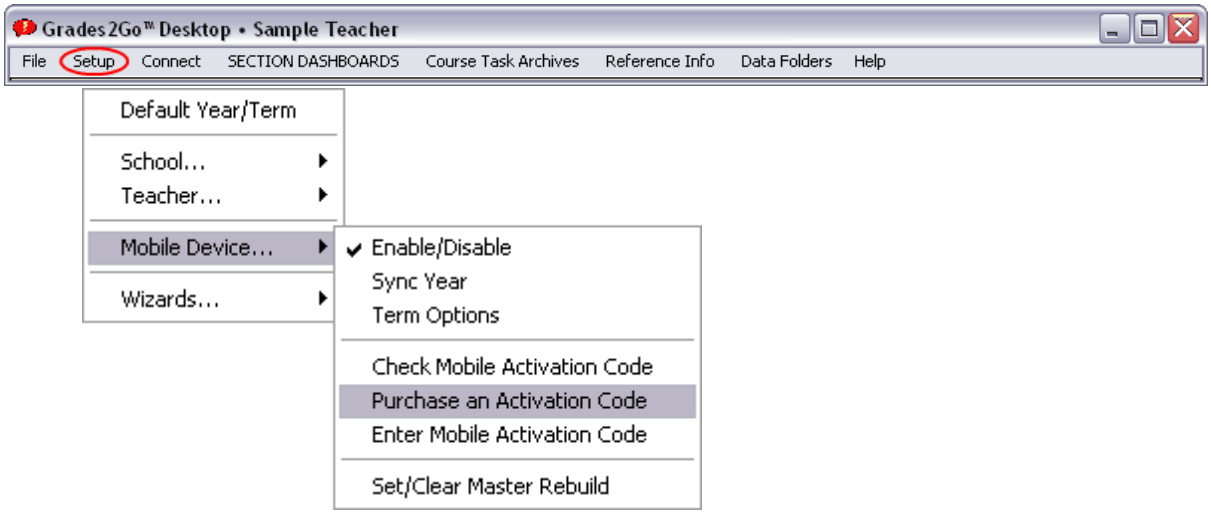
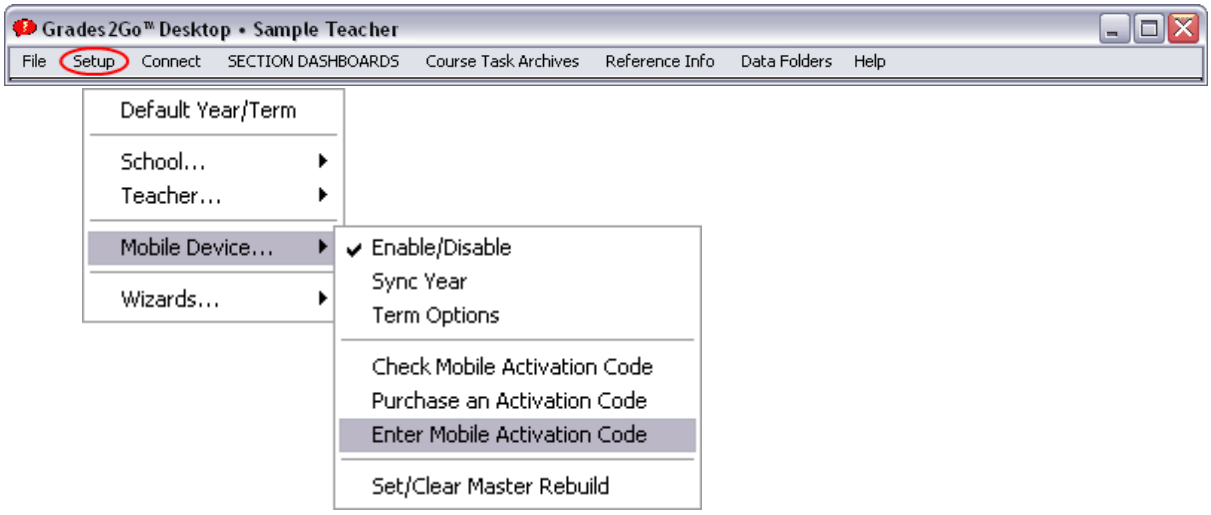
5.4.2.4.5 Purchase an Activation Code



Purchase an Activation Code opens a browser window to Mindspark's Online Store, where Activation Codes can be purchased in various differently priced option. After receiving a Mobile Code from Mindspark, go to **Enter Mobile Activation Code** 168.

For more information, see **Adding a Mobile Device - Step 2: Purchasing and Entering an Activation Code** 380.

5.4.2.4.6 Enter Mobile Activation Code



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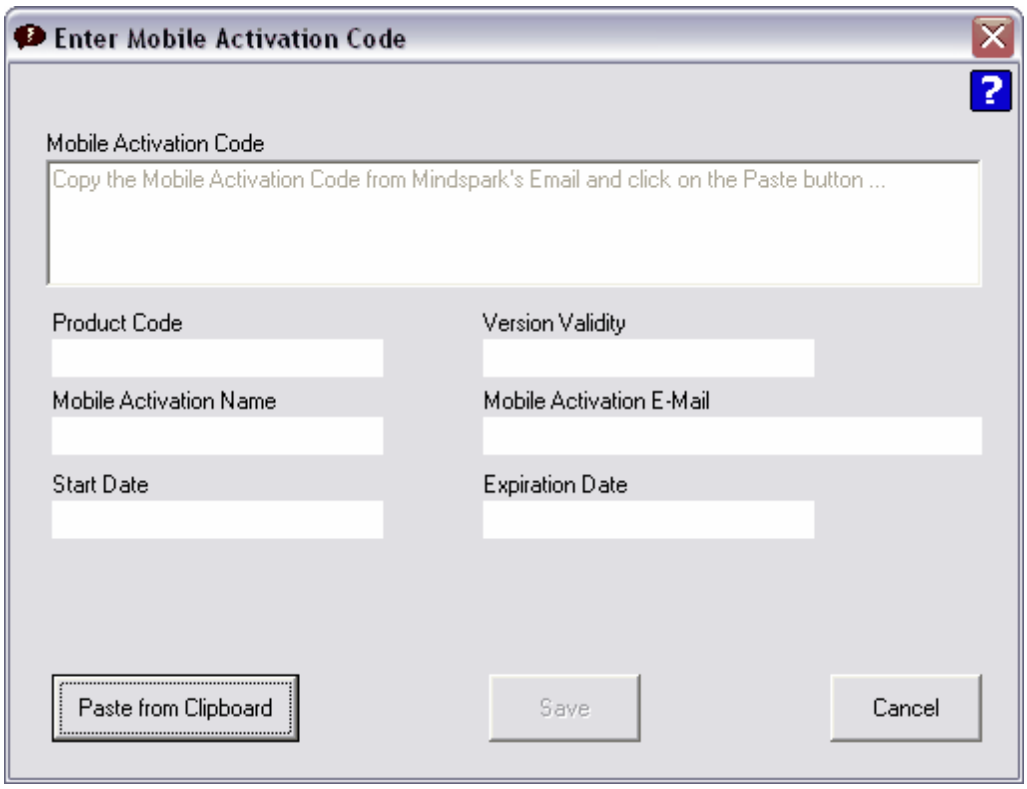
Enter Mobile Activation Code brings up the following form:

Screenshot



- From the email your received from Mindspark, carefully copy the entire Mobile Activation Code (extremely long!) to the clipboard (select the whole Code, then right-click and select **Copy**).
- On the form, click on **Paste from Clipboard**. The Mobile Activation Code will appear in the top text box, and presuming it's a valid one, so will all the other information. Your information should look similar to this (except that start and end dates will be specified):

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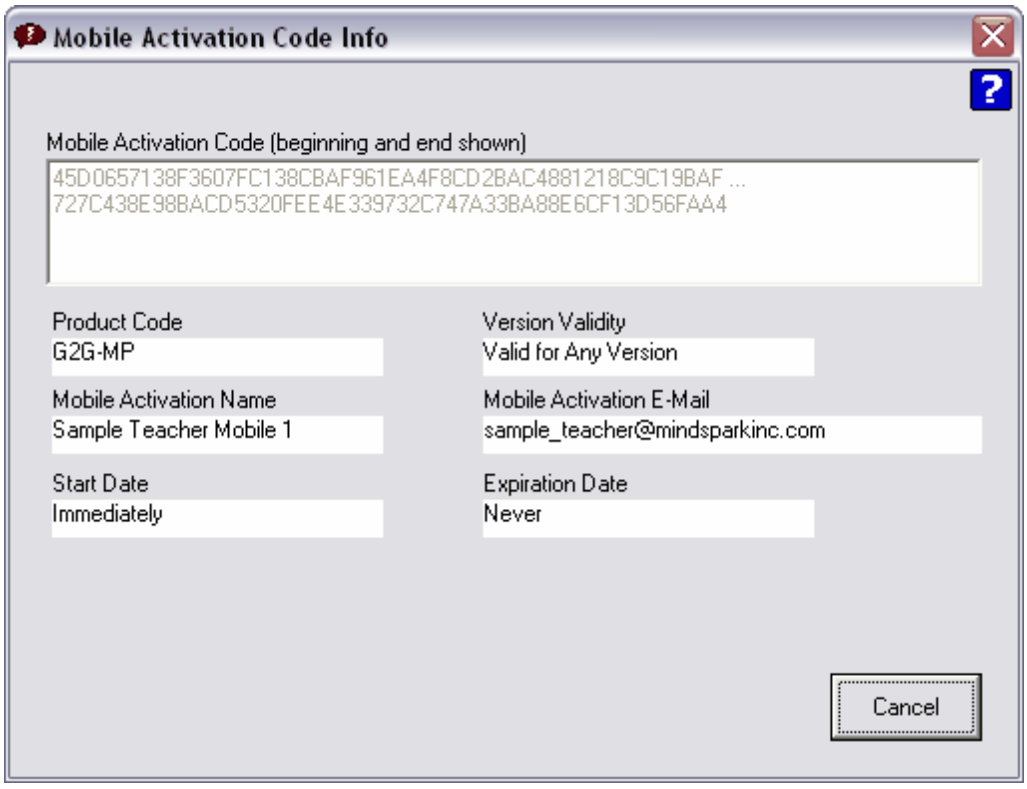

Controls

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Control	Function
Mobile Activation Code	the Code you just copied from Mindspark's email
Product Code	Mindspark's code for the software product (in this case, **G2G-DW**)
Version Validity	if not a version-limited license, entry reads Valid for Any Version; otherwise, version and revision existing at time of purchase are shown
Mobile Activation Name	the User Name associated with this Activation Code (should be same as the name you used to add yourself as a User)
Mobile Activation E-Mail	the email address associated with this Code during purchase (will be used to notify you of version updates)
Start Date	the date the Activation Code becomes effective
Expiration Date	the last day the Activation Code is effective
Paste from Clipboard	pastes the current contents of the clipboard (previous **Copy** command) into the Activation Code box; use this to copy and paste the lengthy new Activation Code received via email without any mistakes
Save	saves displayed Activation Code data to a database

- ❑ If your information is correct, click **Save** to accept the Mobile Activation Code. If it isn't, or if you have an error message, repeat copying the full Code from the mail (but more carefully!) and click on **Paste from Clipboard** again.

For more information, see **Adding a Mobile Device - Step 2: Purchasing and Entering an Activation Code** 380.

5.4.2.4.7 Set/Clear Master Rebuild

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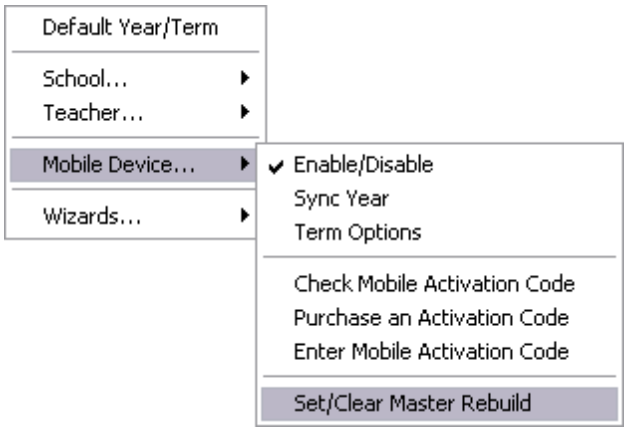
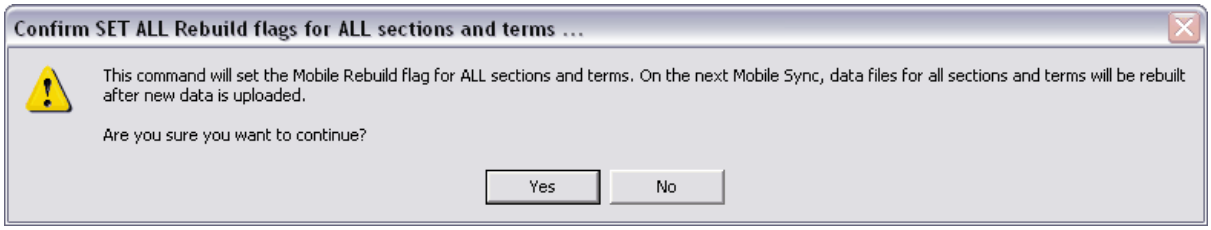
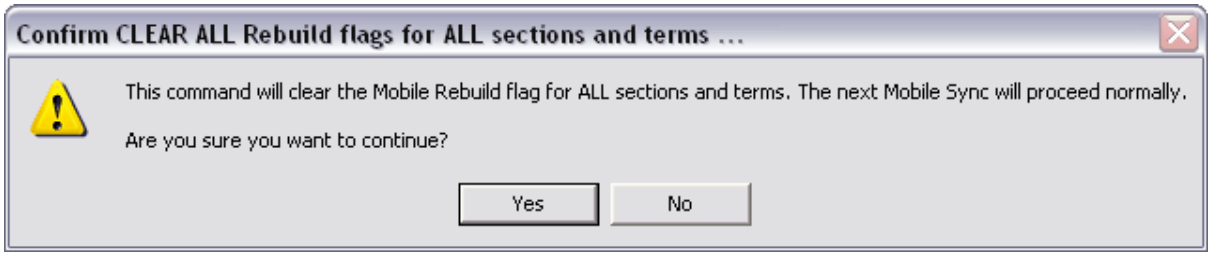


Set/Clear Master Rebuild forces a total rewriting of all mobile device Grades2Go™ databases in the next synchronization session (or **Clears** if already **Set**). Use this command with caution, because it will overwrite any mobile data that hasn't been uploaded! If **Set**, the menu entry is preceded by a check mark. Action occurs after the relevant confirmation message:


Confirm SET ALL Rebuild flags for ALL sections and terms ...
This command will set the Mobile Rebuild flag for ALL sections and terms. On the next Mobile Sync, data files for all sections and terms will be rebuilt after new data is uploaded.
Are you sure you want to continue?
Yes
No


Confirm CLEAR ALL Rebuild flags for ALL sections and terms ...
This command will clear the Mobile Rebuild flag for ALL sections and terms. The next Mobile Sync will proceed normally.
Are you sure you want to continue?
Yes
No

Section/Term Rebuilds ...

Rebuilds aren't limited to this Master command. They can also be done for individual Sections and Terms. See **SECTION DASHBOARDS > Setup > Rebuild Mobile Device** 234.

Works without a Code!

This command is functional even without a Mobile Activation Code, or when the Code has expired. This allows data to be downloaded and displayed on a mobile device without needing a valid Code.

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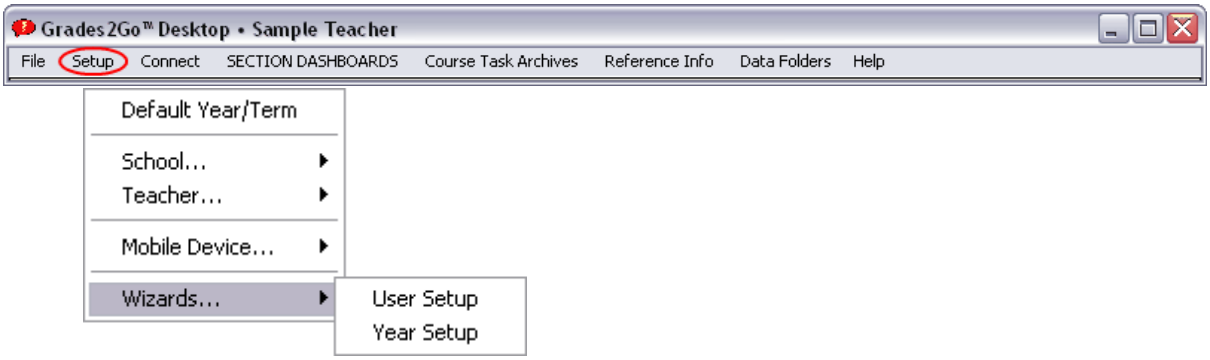
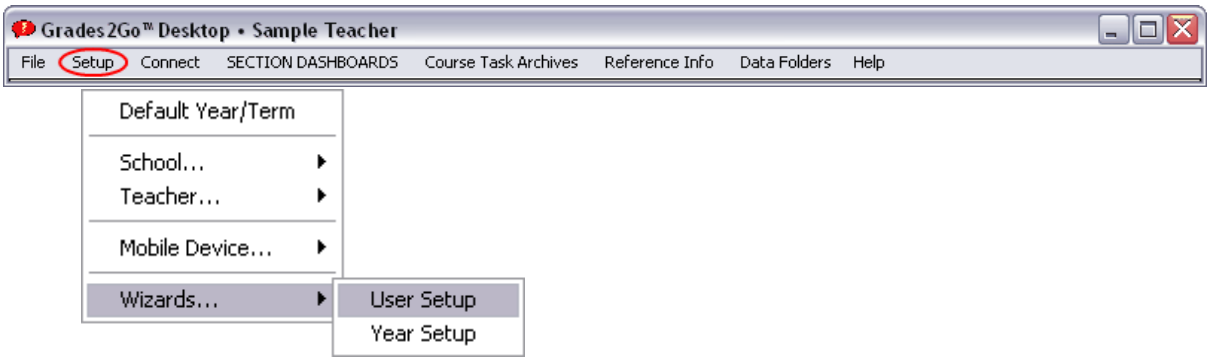
5.4.2.5 Wizards



Wizards guide you through the processes of **User Setup** 173 and **Year Setup** 177, step-by-step. These are covered in detail in the following topics.

5.4.2.5.1 User Setup



User Setup creates the necessary folder structure for the Current User. Besides its usual use after a new User is added, it can be repeated at any time to verify that the necessary structure is intact. Once **User Setup Wizard** is begun, the process must be completed before Grades2Go™ can resume normal operation for that User. However, the process can be interrupted and then resumed in another session. **File > Select User** 86 remains active throughout the process, so that another User can be selected if necessary.

The sequence of **User Setup Wizard** screens is shown here (fictional User **Your Name** has been selected):

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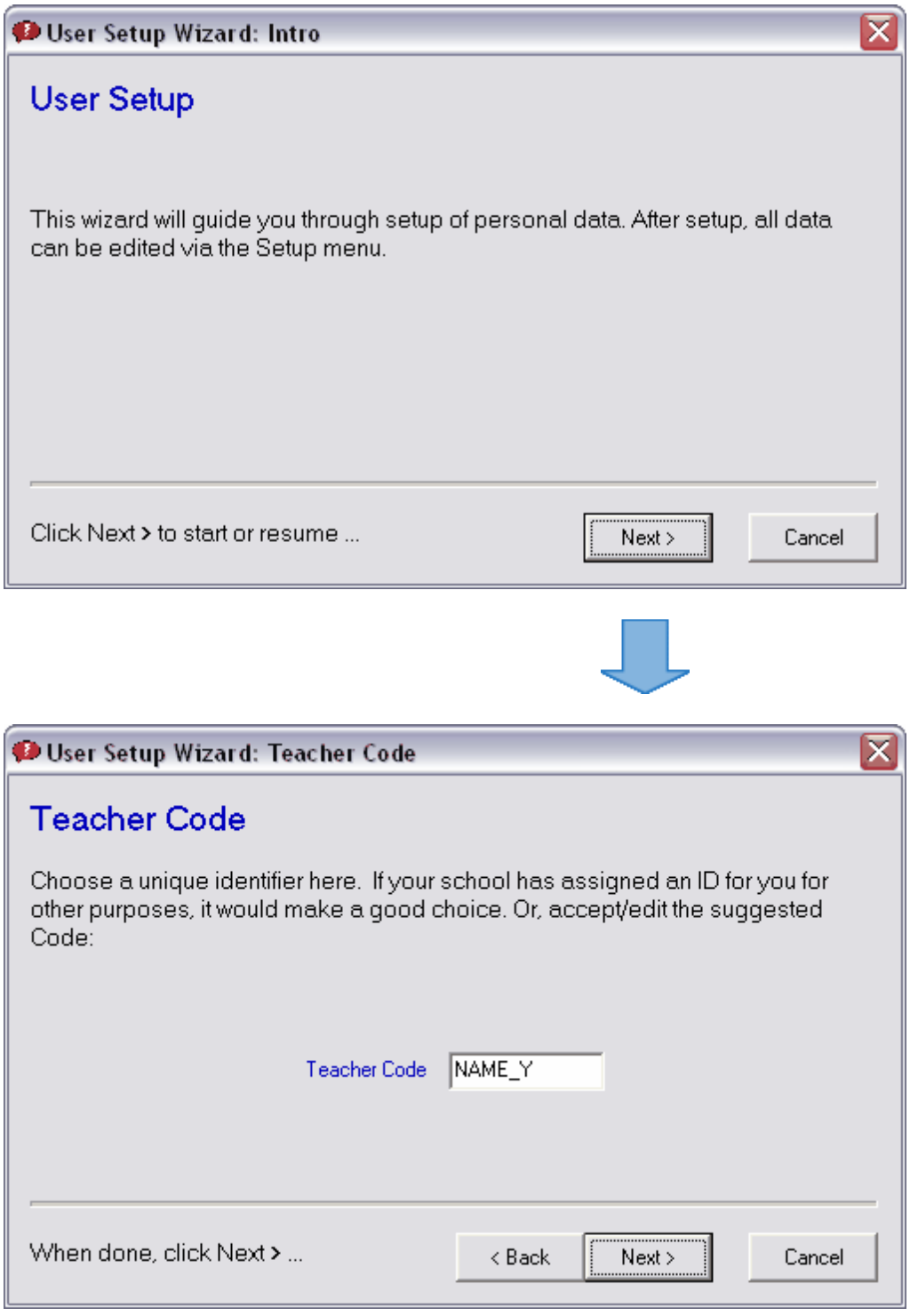
User Setup Wizard: Intro
User Setup
This wizard will guide you through setup of personal data. After setup, all data can be edited via the Setup menu.
Click Next > to start or resume ...
Next >
Cancel
User Setup Wizard: Teacher Code
Teacher Code
Choose a unique identifier here. If your school has assigned an ID for you for other purposes, it would make a good choice. Or, accept/edit the suggested Code:
Teacher Code
NAME_Y
When done, click Next > ...
< Back
Next >
Cancel

Control	Function
Teacher Code	unique identifier for Current User (recommend existing one

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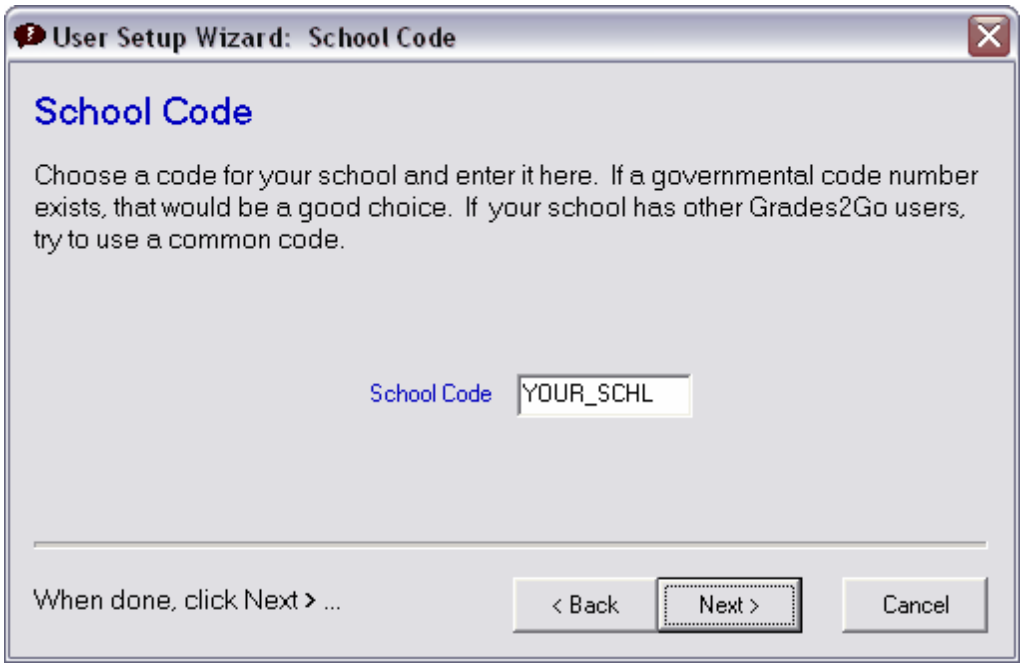
assigned by school administration; not editable if already saved)


User Setup Wizard: School Code
School Code
Choose a code for your school and enter it here. If a governmental code number exists, that would be a good choice. If your school has other Grades2Go users, try to use a common code.
School Code
YOUR_SCHL
When done, click Next > ...
< Back
Next >
Cancel

Control	Function
School Code	unique school identifier associating Current User with User's school (recommend existing one used by school administration)

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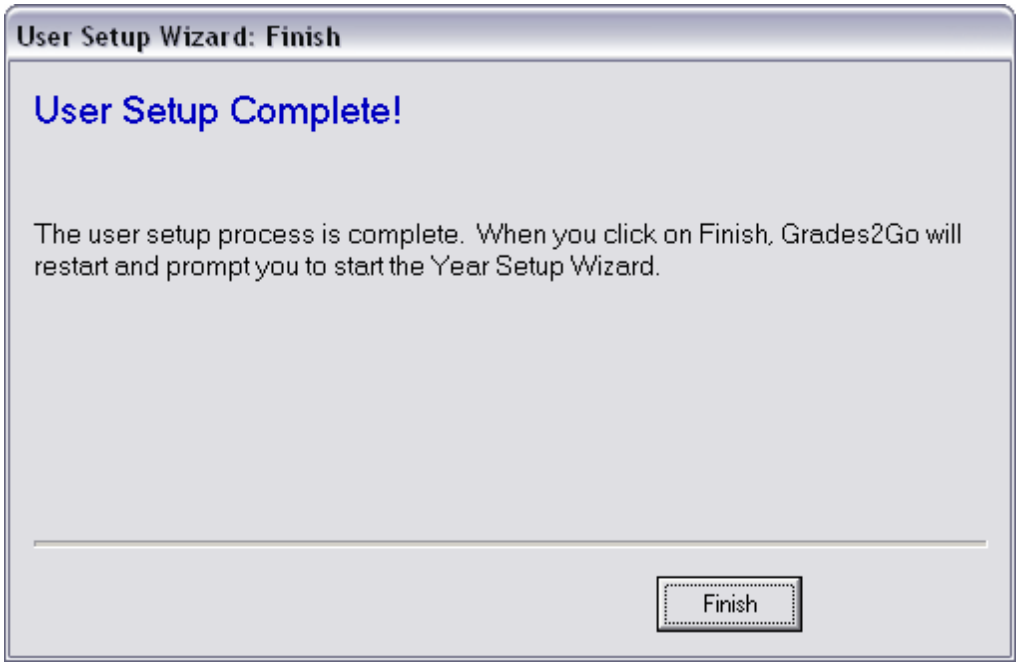
User Setup Wizard: Teacher Profile
Teacher Profile
It is suggested (but not required) that you now view your Teacher Profile and make edits/additions where necessary. Some fields will be unchangeable at this time, but the form will be accessible later via Setup > Teacher > Profile.
Show Teacher Profile
When done, click Next > ...
< Back
Next >
Cancel

Control	Function
Show Teacher Profile	clicking this link brings up the **Teacher Profile** 156 form for viewing or editing


User Setup Wizard: Finish
User Setup Complete!
The user setup process is complete. When you click on Finish, Grades2Go will restart and prompt you to start the Year Setup Wizard.
Finish

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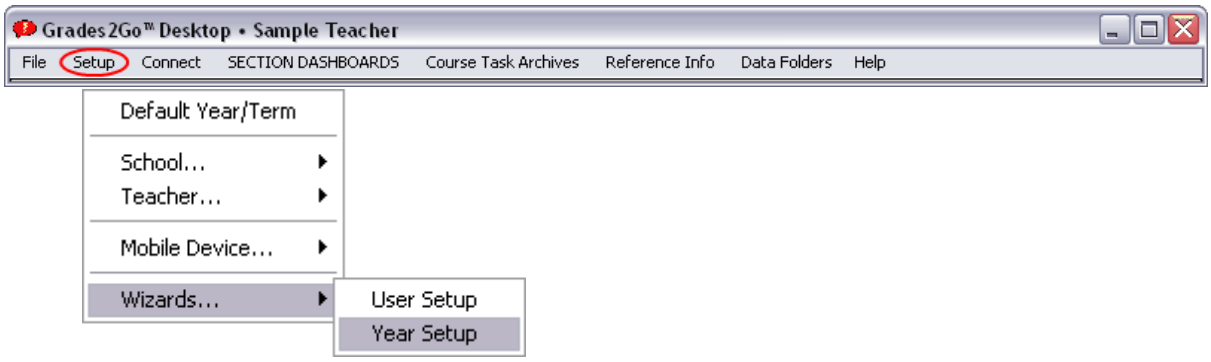
Clicking **Finish** restarts Grades2Go™ Desktop. If **Year Setup** 177 has never been performed for this User, it will be prompted during the restart.

5.4.2.5.2 Year Setup



Year Setup creates the necessary school folder structure and required school databases for a desired school year. Besides its usual use after a new User is added or a new school year is started, it can be repeated at any time to verify that the necessary structure is intact. Once the **Year Setup Wizard** is begun, the process must be completed before Grades2Go™ can resume normal operation for that User. However, the process can be interrupted and then resumed in another session. **File > Select User** 86 remains active throughout the process, so that another User can be selected if necessary (eg Sample Teacher for experimentation purposes).

The sequence of **Year Setup Wizard** screens is shown here:

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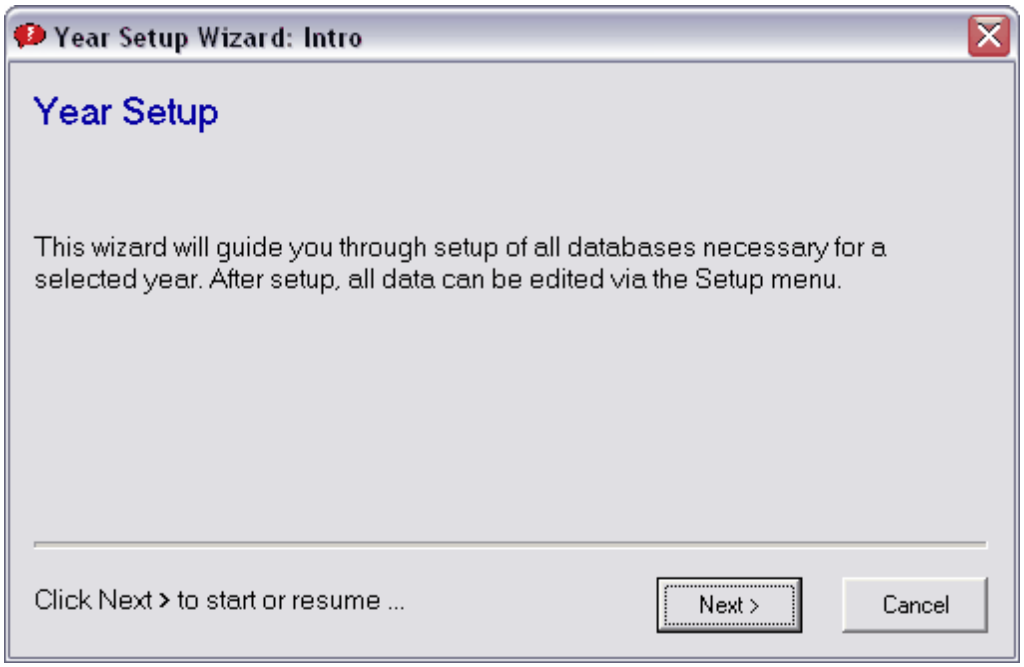
Year Setup Wizard: Intro
Year Setup
This wizard will guide you through setup of all databases necessary for a selected year. After setup, all data can be edited via the Setup menu.
Click Next > to start or resume ...
Next >
Cancel

Year Setup Wizard: Select Year
Year Setup
Select the school year you wish to set up. After clicking Next, Grades2Go may restart.
School Year
2009-2010
When done, click Next > ...
Next >
Cancel

Control	Function
School Year	drop-down list of possible school years

❑ After **Next >** is clicked, **Year Setup** will be in progress and must be completed before Grades2Go™

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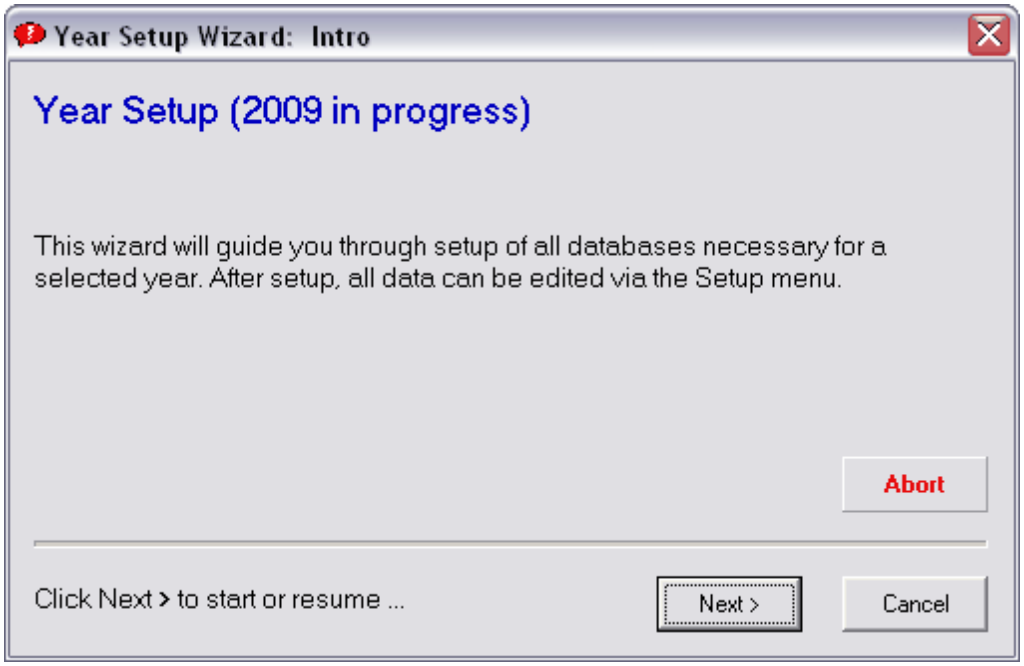
can resume normal operation. Clicking **Cancel** on any window will interrupt **Year Setup Wizard.** **Startup Windows** 79 will prompt on each Grades2Go™ startup for this User until the **Wizard** is finished, with an **In-Progress Intro** appearing instead. Note that **Abort** allows cancellation of the entire setup:


Year Setup Wizard: Intro
Year Setup (2009 in progress)
This wizard will guide you through setup of all databases necessary for a selected year. After setup, all data can be edited via the Setup menu.
Abort
Click Next > to start or resume ...
Next >
Cancel

Control	Function
Abort Button	cancels setup of selected year, which then requires repeat of Current Year setup (not visible during initial Year Setup)

❑ From the **Select Year** or **In-Progress Intro** windows, the **Wizard** continues:

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Year Setup Wizard: Database Source 2009
School Server and User Logon Info
School databases needed by Grades2Go can be accessed from a school's server or created locally on this computer. If available on a server, click Yes and supply the FTP address and login info:
Grades2Go databases on a server?
Yes
No
When done, click Next ...
< Back
Next >
Cancel

Control	Function
Grades2Go databases on a server?	**Yes/No** options specifying whether Current User's school hosts Grades2Go™ databases on its server (**Yes** opens additional fields)

❑ If **Yes** is selected, additional **FTP Server** information is requested:

Year Setup Wizard: Database Source 2009
School Server and User Logon Info
School databases needed by Grades2Go can be accessed from a school's server or created locally on this computer. If available on a server, click Yes and supply the FTP address and login info:
Grades2Go databases on a server?
Yes
No
FTP
ftp://ftp.mindsparkinc.com
Folder
User
PW
When done, click Next ...
< Back
Next >
Cancel

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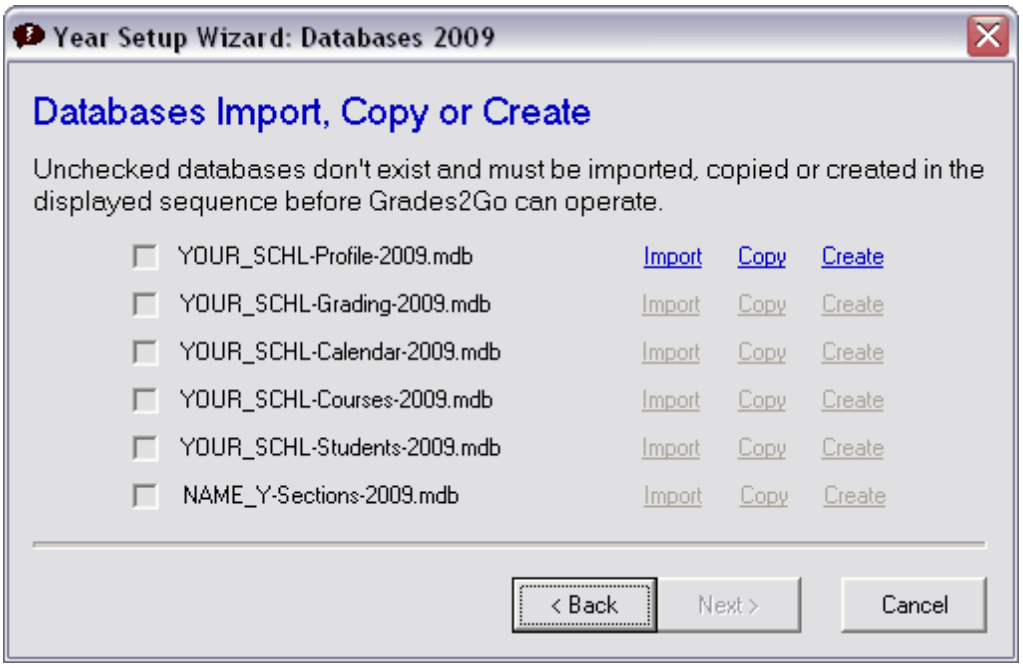
Control	Function
FTP	URL of the FTP server hosting Grades2Go™ school files
Folder	the folder where the Grades2Go™ folder is located (leave blank if in the root folder)
User	the name with which Current User signs onto the FTP server
PW	the password used by **FTP User**


Year Setup Wizard: Databases 2009
Databases Import, Copy or Create
Unchecked databases don't exist and must be imported, copied or created in the displayed sequence before Grades2Go can operate.
YOUR_SCHL-Profile-2009.mdb Import Copy Create
YOUR_SCHL-Grading-2009.mdb Import Copy Create
YOUR_SCHL-Calendar-2009.mdb Import Copy Create
YOUR_SCHL-Courses-2009.mdb Import Copy Create
YOUR_SCHL-Students-2009.mdb Import Copy Create
NAME_Y-Sections-2009.mdb Import Copy Create
< Back
Next >
Cancel

Control	Function
Checkboxes	no check indicates the listed database is missing and must be supplied; a check indicates database is present (and makes **View** visible)
Import	allows database to be supplied via email or other means (opens a folder selector window)
Copy	allows data from another year to be copied as a starting point for the present year (can then be edited in **Setup**)
Create	initiates database creation from scratch; if this process is interrupted once started, **Continue Setup** appears here during next reentry to the **Wizard**

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- This window lists the school databases that must be present before Grades2Go™ will operate for the selected school year. **Import**, **Copy** and **Create** are presented as options for supplying each database if it doesn't already exist (i.e. not checked).
- **Create** brings up the necessary setup screen(s) for the listed database.

Year Setup Wizard: School Profile 2009
Create School Profile
Click on the link below to begin.
Begin or Continue
When done, click Next > ...
< Back
Next >
Cancel

Control	Function
Begin or Continue	brings up **School Profile** 100 for further editing

(first **Grading** screen)

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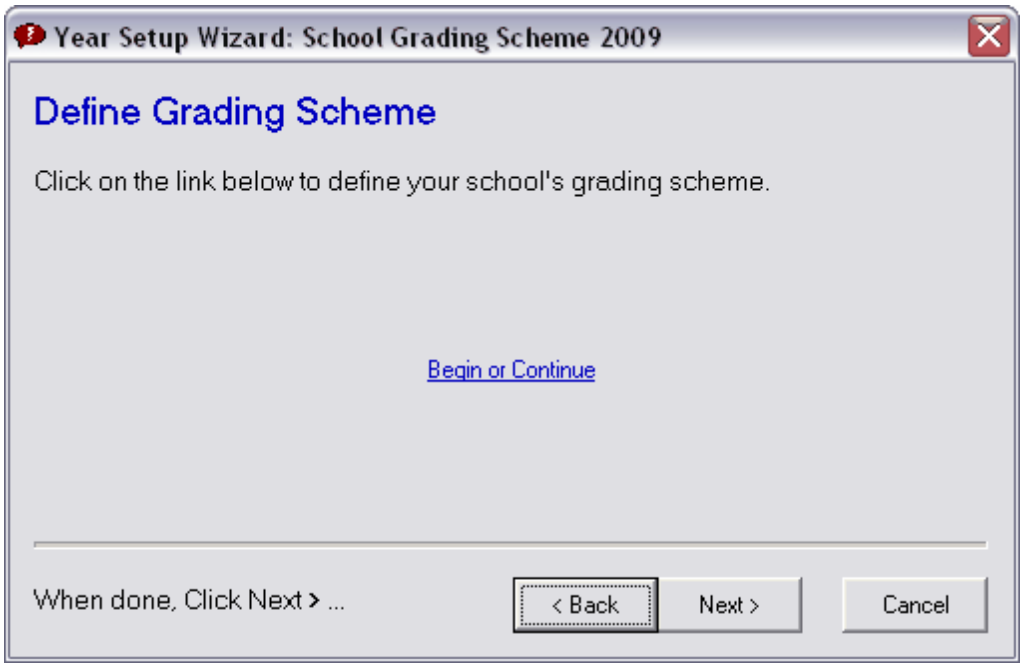
Year Setup Wizard: School Grading Scheme 2009
Define Grading Scheme
Click on the link below to define your school's grading scheme.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

Control	Function
Begin or Continue	brings up **School Grading Scheme** 120 for further editing

(second **Grading** screen)

Year Setup Wizard: School Grading Bands 2009
Define Grading Bands
Click on the link below to define your school's grading bands.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

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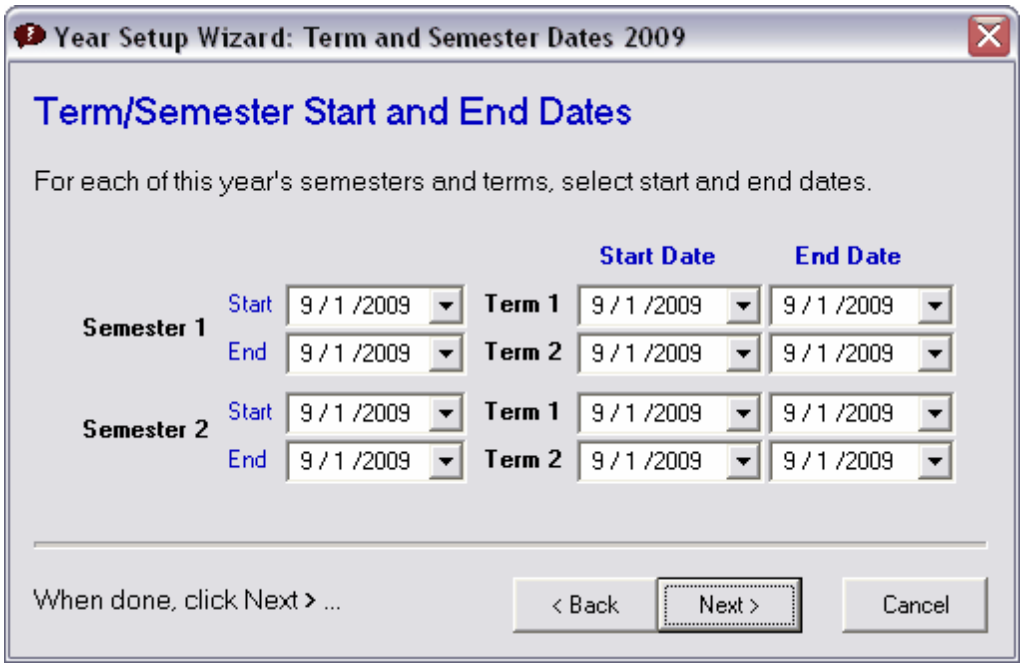
Control	Function
Begin or Continue	brings up **School Grading Bands** 122 for further editing

(first **Calendar** screen)



Control	Function
(Date Selectors)	(see **School Calendar** 103 for complete details)

(second **Calendar** screen)

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Year Setup Wizard: Key Calendar Dates 2009
Add or Edit Key Calendar Dates
Click below to add, edit or verify Key Dates in your school calendar. Though this can be completed later, it's a good idea to review and edit them now.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

Control	Function
Begin or Continue	brings up **School Calendar** 103 for **Key Days** editing

(third **Calendar** screen)

Year Setup Wizard: School Periods 2009
Define Periods
Click below to define your school's daily periods Though this can be completed later, it's a good idea to review and edit them now.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

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Control	Function
Begin or Continue	brings up **School Periods** 109 for further editing

(fourth **Calendar** screen)

Year Setup Wizard: School Blocks 2009
Define Blocks
Click below to edit your school's block structure. Though this can be completed later, it's a good idea to review and edit them now.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

Control	Function
Begin or Continue	brings up **School Blocks** 112 for further editing

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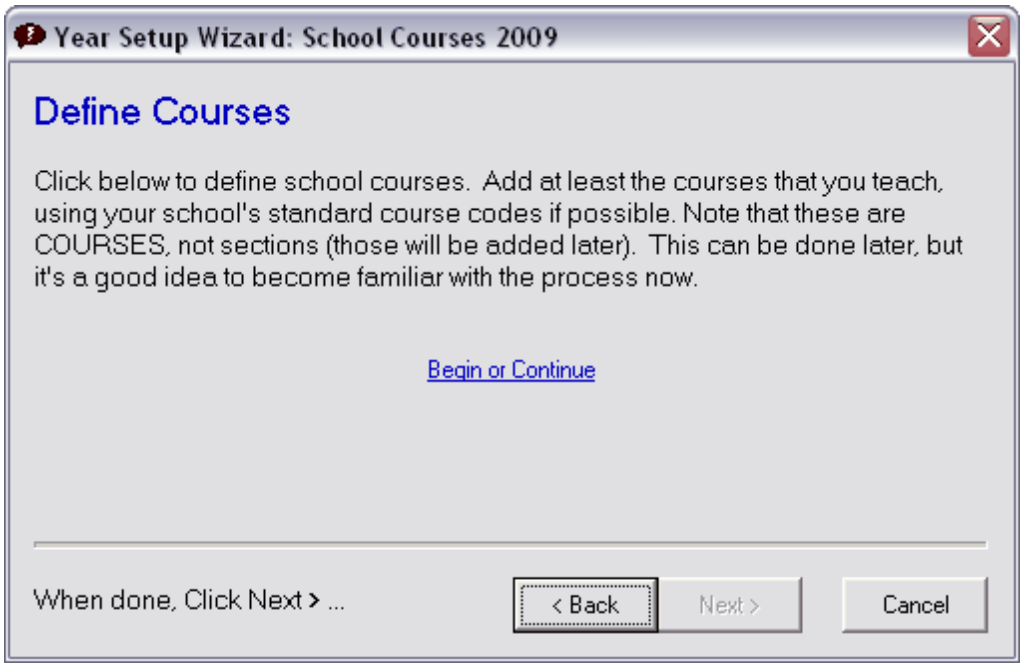
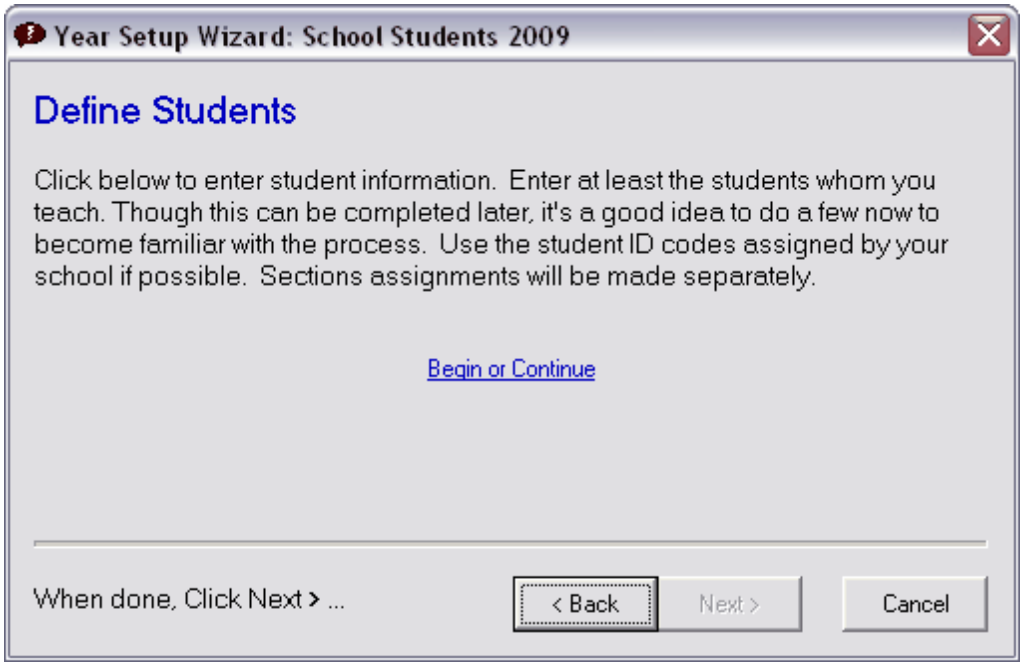

Year Setup Wizard: School Courses 2009
Define Courses
Click below to define school courses. Add at least the courses that you teach, using your school's standard course codes if possible. Note that these are COURSES, not sections (those will be added later). This can be done later, but it's a good idea to become familiar with the process now.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

Control	Function
Begin or Continue	brings up **School Profile** 100 for further editing


Year Setup Wizard: School Students 2009
Define Students
Click below to enter student information. Enter at least the students whom you teach. Though this can be completed later, it's a good idea to do a few now to become familiar with the process. Use the student ID codes assigned by your school if possible. Sections assignments will be made separately.
Begin or Continue
When done, Click Next > ...
< Back
Next >
Cancel

Control	Function
Begin or Continue	brings up **School Students** 131 for further editing

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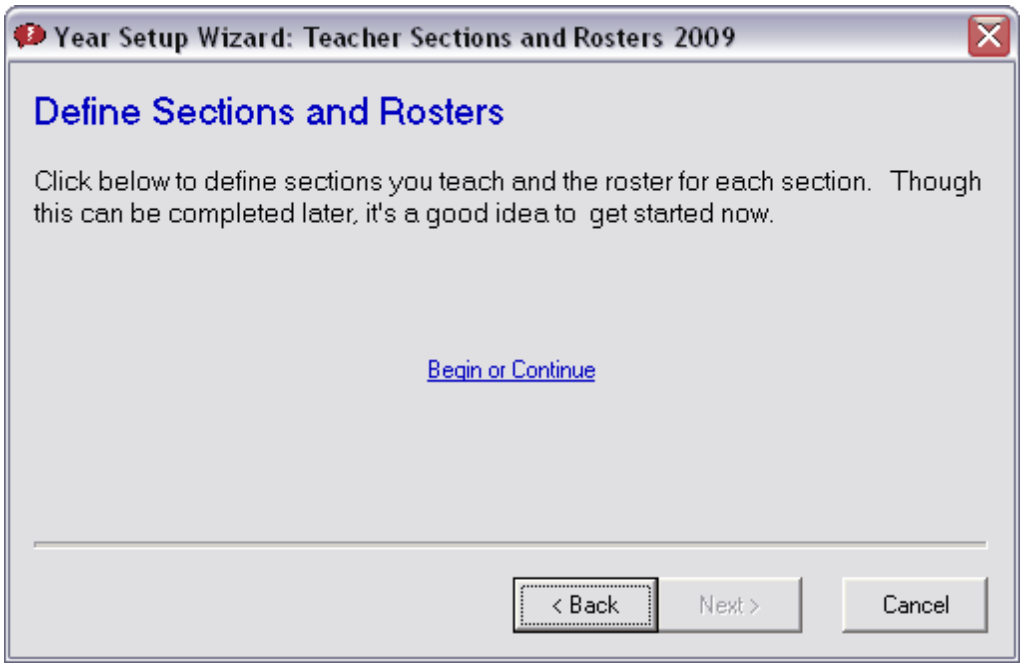
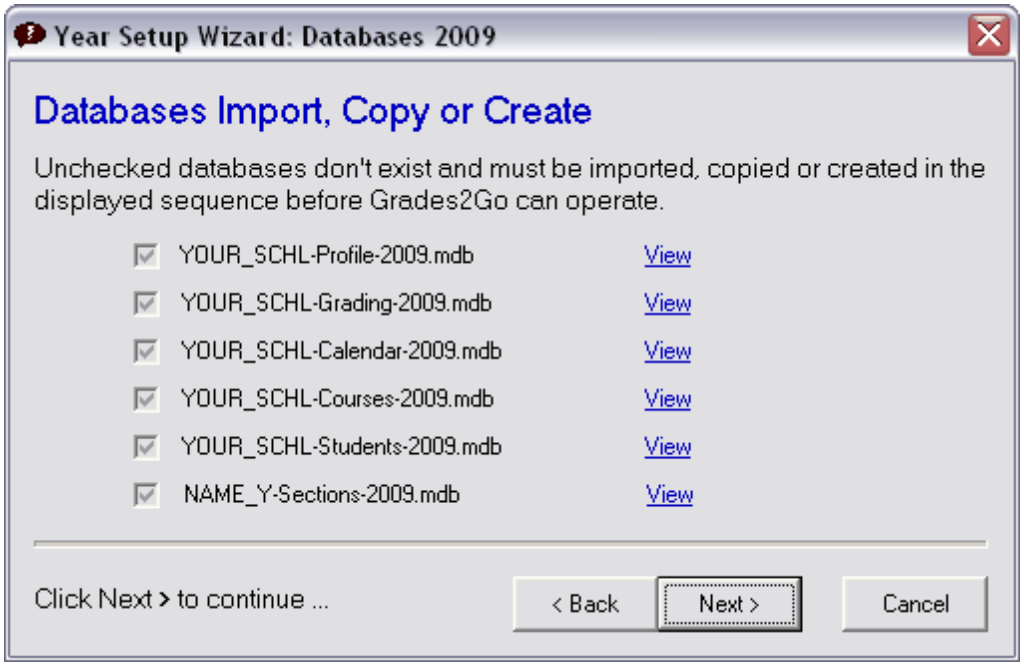

Year Setup Wizard: Teacher Sections and Rosters 2009
Define Sections and Rosters
Click below to define sections you teach and the roster for each section. Though this can be completed later, it's a good idea to get started now.
Begin or Continue
< Back
Next >
Cancel

Control	Function
Begin or Continue	brings up **Teacher Sections** 144 for further editing

As soon as a database is supplied or created, the list reappears with that database checked off, and with a **View** option. This is the completed window:


Year Setup Wizard: Databases 2009
Databases Import, Copy or Create
Unchecked databases don't exist and must be imported, copied or created in the displayed sequence before Grades2Go can operate.
YOUR_SCHL-Profile-2009.mdb View
YOUR_SCHL-Grading-2009.mdb View
YOUR_SCHL-Calendar-2009.mdb View
YOUR_SCHL-Courses-2009.mdb View
YOUR_SCHL-Students-2009.mdb View
NAME_Y-Sections-2009.mdb View
Click Next > to continue ...
< Back
Next >
Cancel

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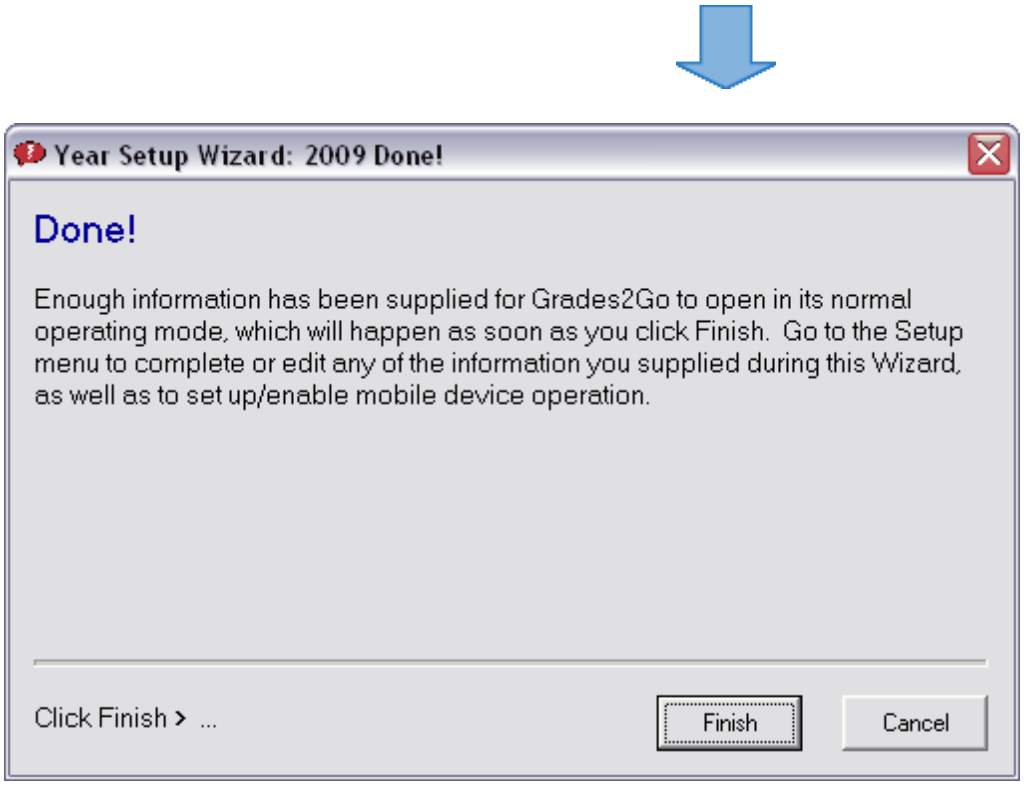
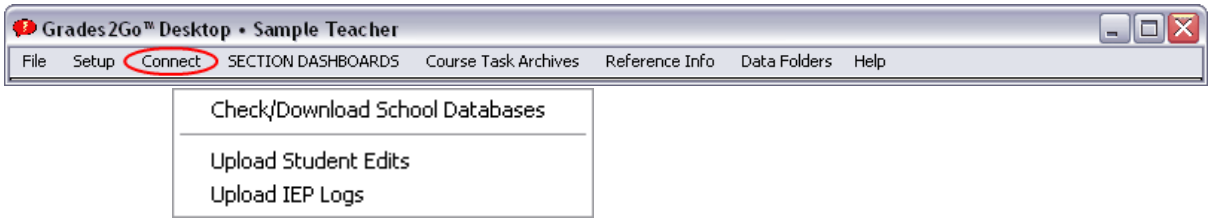
Control	Function
View	allows viewing/editing of the completed database


Year Setup Wizard: 2009 Done!
Done!
Enough information has been supplied for Grades2Go to open in its normal operating mode, which will happen as soon as you click Finish. Go to the Setup menu to complete or edit any of the information you supplied during this Wizard, as well as to set up/enable mobile device operation.
Click Finish > ...
Finish
Cancel

Clicking on **Finish** restarts Grades2Go™ with full access to the **Main Menu**.

5.4.3 Connect



Connect is a set of commands that download/upload databases between a school server and Grades2Go™. If a server is not enabled (see **School Profile** 100), this command is not visible on the Main Menu. The next topics describe each command in detail.

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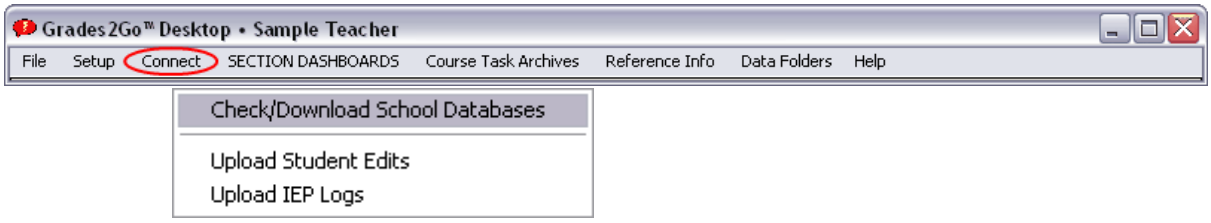
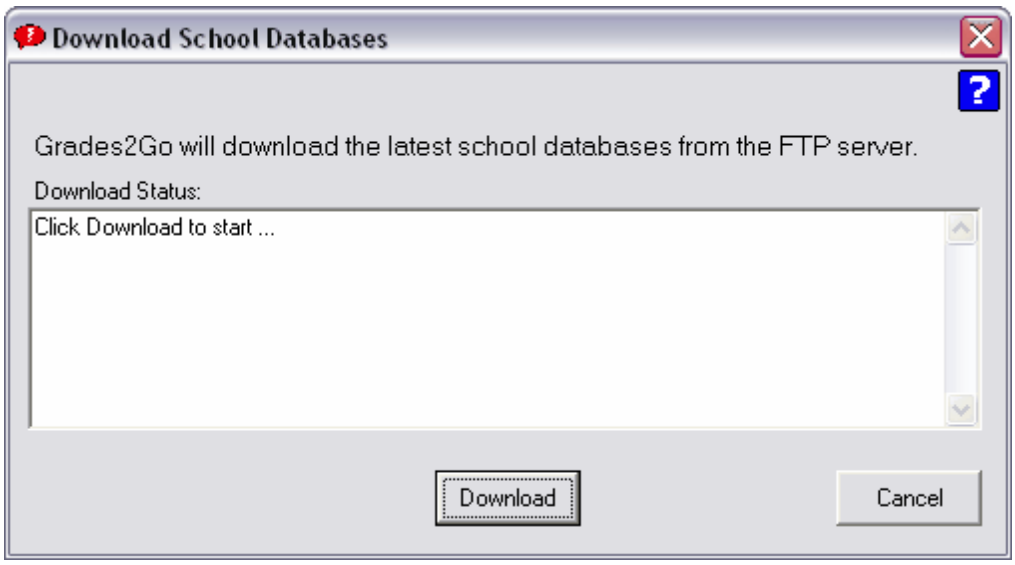
5.4.3.1 Check/Download School Databases



Check/Download School Databases connects to the school server with the Current User's login information 156, checks the databases selected in **School Profile** 100, and downloads the latest versions if necessary:



Control	Function
Download Status	text window showing communications status
Download Button	initiates checking and download of server databases

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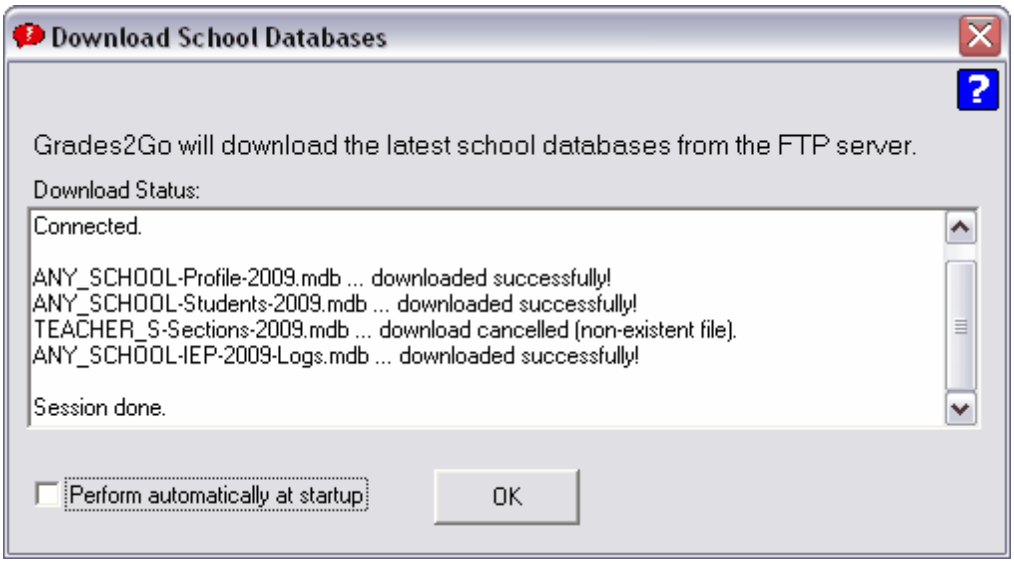
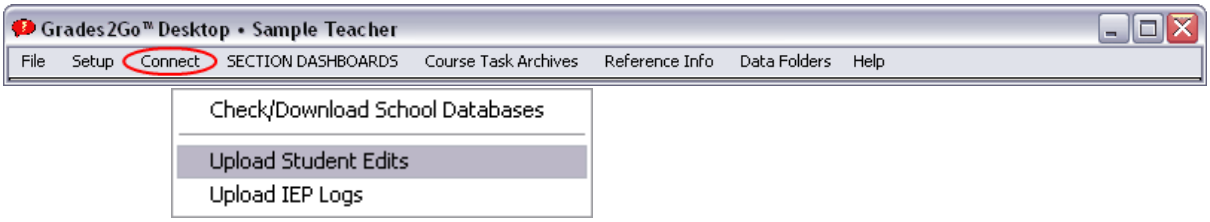


Control	Function
Download Status	text window log of download status
Perform automatically at startup Checkbox	checking enables **Startup Window** 79 with automatic database downloads (checkbox only visible if **Startup Window** disabled)
OK Button	saves checkbox selection (if made) and closes this window

5.4.3.2 Upload Student Edits



Upload Student Edits connects to the school server with the Current User's login information 156 and uploads the **Student Edits Database**. If **Stud Info Rpt** is not checked in **School Profile** 100, this command is disabled (light text).

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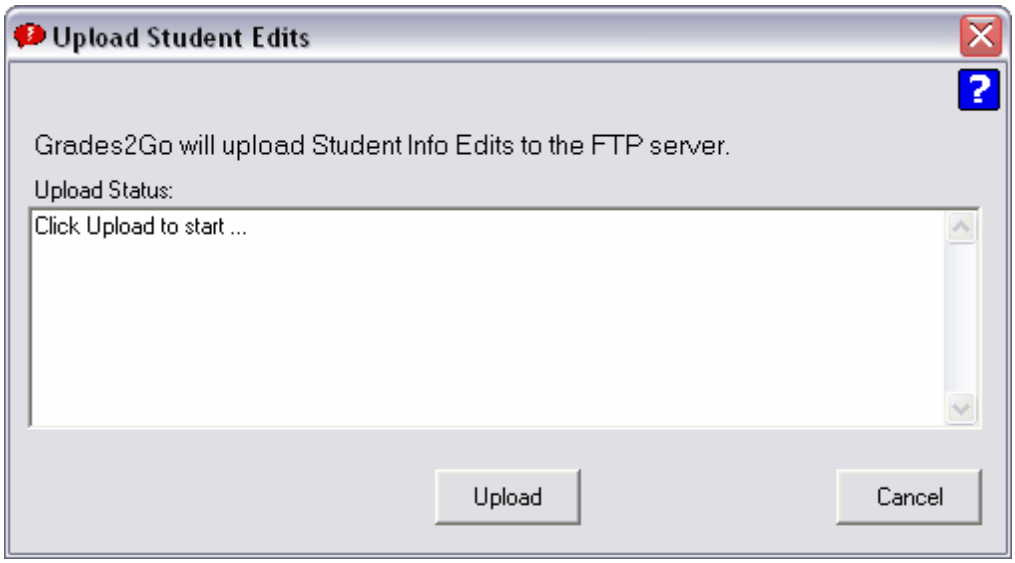
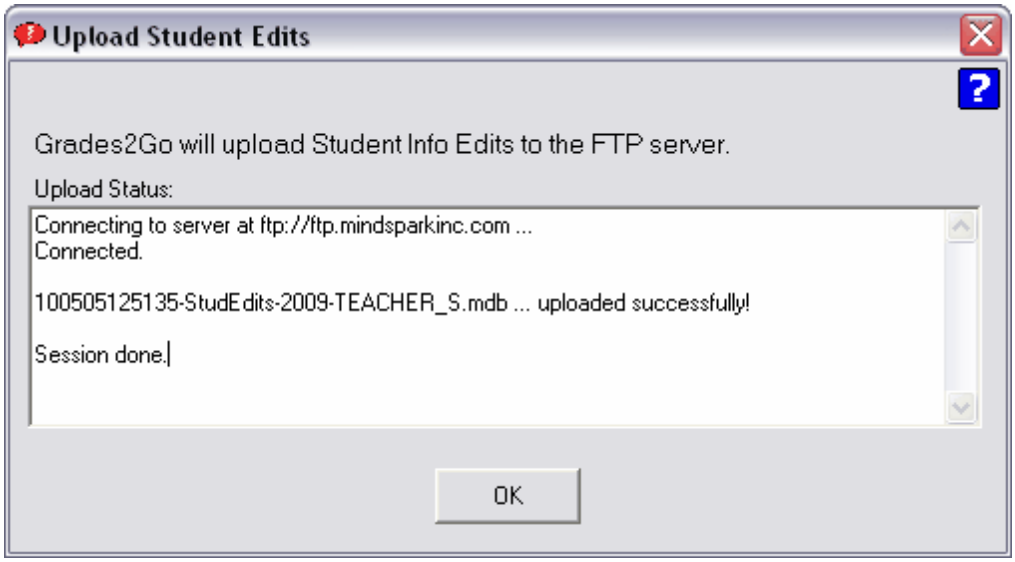


Control	Function
Upload Status	text window showing communications status
Upload Button	initiates upload of **Student Edits Database**



Control	Function
Upload Status	text window log of upload status
OK Button	closes this window

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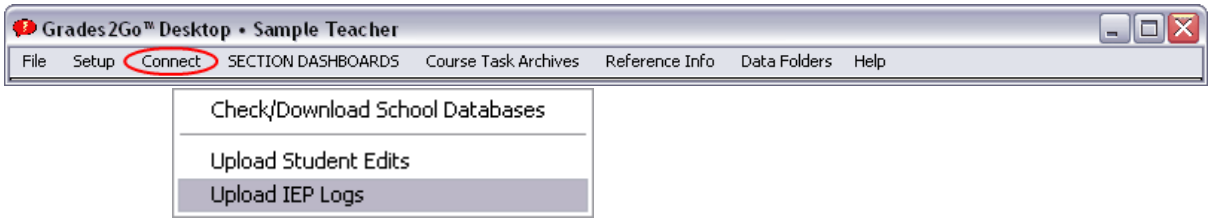
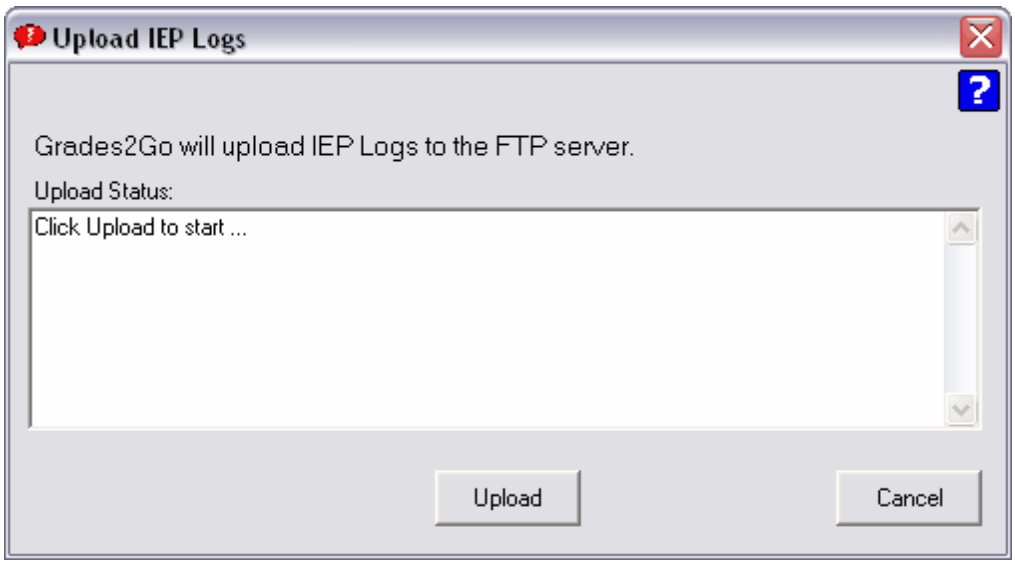
5.4.3.3 Upload IEP Logs



Upload IEP Logs connects to the school server with the Current User's login information 156 and uploads the **IEP Logs Database**. If **IEP Rpt** is not checked in **School Profile** 100, this command is disabled (light text).



Control	Function
Upload Status	text window showing communications status
Upload Button	initiates upload of **IEP Logs Database**

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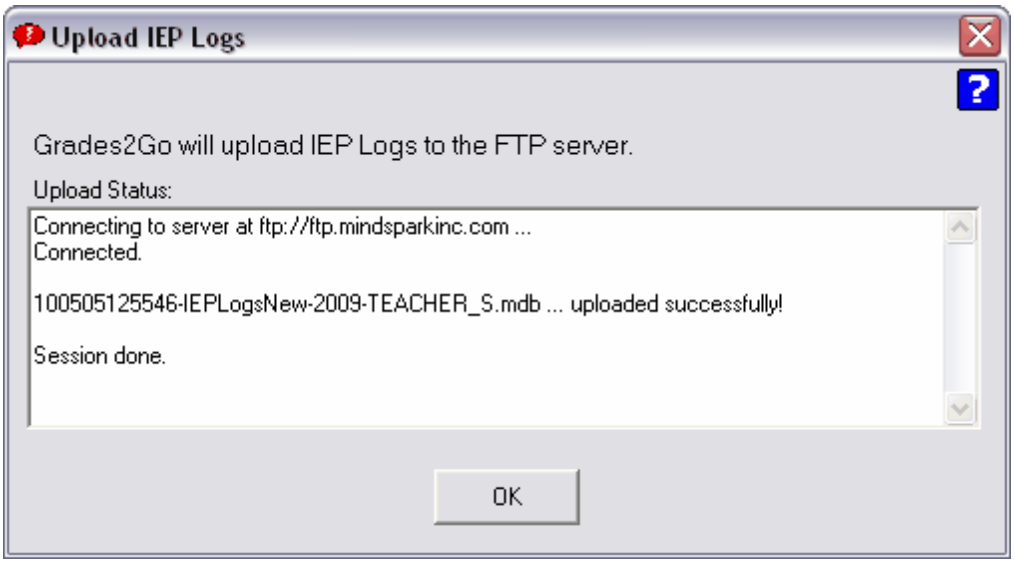
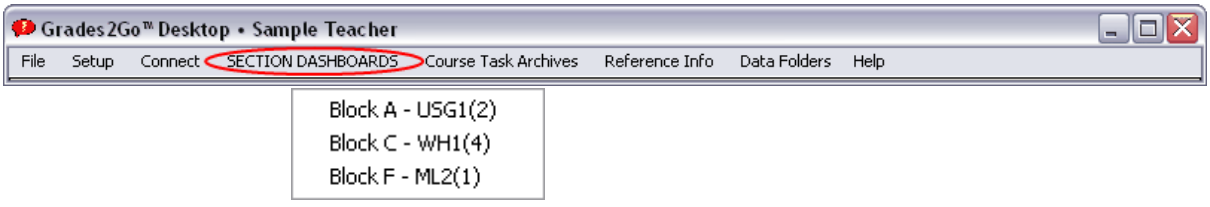


Control	Function
Upload Status	text window log of upload status
OK Button	closes this window

Note that uploaded files are preceded by a 12-digit code. The code is a time stamp identifying the moment the file was created, coded as follows:

Digits (L to R)	Value
1-2	year
3-4	month
5-6	day
7-8	hour
9-10	minute
11-12	second

5.4.4 Section Dashboards



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Section Dashboards contains a listing of all course sections taught by the Current User in the currently selected year. Clicking on a section opens a full dashboard of data views for that section. Complete operation of Dashboards is fully detailed in SECTION DASHBOARDS 233, its own separate chapter.

5.4.5 Course Task Archives

Course Task Archives lists all Tasks associated with all Courses taught by the Current User. It is cumulative since the beginning of Grades2Go™ use and is ***not*** year-specific. Clicking on a course opens the **Task Archive** for the selected **Course**.

All Tasks for the Course are listed here (those intended for Term use ***or*** Non-Term). **Term Tasks** are assigned during a Term and are components of a student's **Term** grade. **Non-Term Tasks** are components of the student's **Semester** or **Final** (**Year**) grade.

Vital data is displayed for each listed Task, as well an icon indicating a linked document if any. The last four columns show accumulated Task usage statistics.

Screenshot

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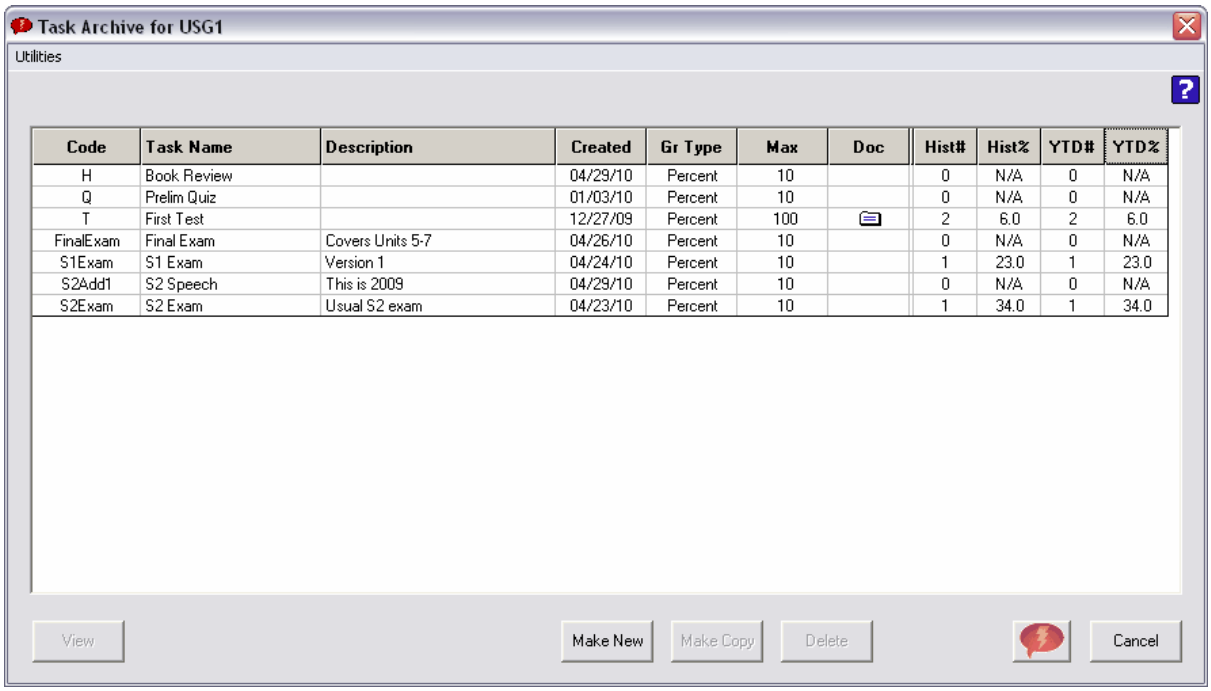
Task Archive for USG1
Utilities
Code
Task Name
Description
Created
Gr Type
Max
Doc
Hist#
Hist%
YTD#
YTD%
H Book Review 04/29/10 Percent 10 0 N/A 0 N/A
Q Prelim Quiz 01/03/10 Percent 10 0 N/A 0 N/A
T First Test 12/27/09 Percent 100 2 6.0 2 6.0
FinalExam Final Exam Covers Units 5-7 04/26/10 Percent 10 0 N/A 0 N/A
S1Exam S1 Exam Version 1 04/24/10 Percent 10 1 23.0 1 23.0
S2Add1 S2 Speech This is 2009 04/29/10 Percent 10 0 N/A 0 N/A
S2Exam S2 Exam Usual S2 exam 04/23/10 Percent 10 1 34.0 1 34.0
View
Make New
Make Copy
Delete
Cancel

Data Grid

Column	Description
Code	the Code for the Task, as defined in **Teacher Task Codes** 150 for **TERM Tasks** 261 or one of the fixed **Non-Term Task Codes for NON-TERM Tasks** 301 (S1Exam, S1Add1, S1Add2, S2Exam, S2Add1, S2Add2, FinalExam, FinalAdd1, FinalAdd2)
Task Name	the name of the task
Description	a further description of the task (optional)
Created	the date the task was added to the Task Archive
Gr Type	the default grade type
Max	the maximum point value for the task (applicable only if **Gr Type** is **Points** *or* if **Grading Algorithm** is set to **PC**)
Doc	shows an icon if a **Master Document** is associated with the task; if icon is present, double-clicking it opens the document
Statistics Columns	
Hist#	historically (through the present), the number of students who have received a grade on the task
Hist%	historically (through the present), the average grade (in percent) received for the task
YTD#	for the current year-to-date, the number of students who have

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	received a grade on the task
YTD%	for the current year-to-date, the average grade (in percent) received for the task

Controls

Control	Function
Utilities Menu	additional commands for this form (click to show)
Rebuild Stats for All Tasks	allows all task statistics for this course (last 4 columns) to be selectively recalculated or cleared (see **Rebuild Task Stats** 199 form); can also be done on an individual task basis (click on **Utilities** in **Task and Document Viewer** 197)
View Button	opens **Task and Document Viewer** 197 for the selected task; same as double-clicking on a task
Make New Button	opens the **Task and Document Viewer** 197 form in new task mode
Make Copy Button	after a confirmation alert, uses the selected task as a template to add an identical task to the Archive list; a number is appended to **Task Name** to make it unique and **[COPY OF ...]** is added to **Description**; new task details can be edited as desired
Delete Button	after a confirmation alert and a request for **YES** to be entered, permanently deletes this task from the Archive **WARNING:** even though a backup is made of the Archive before deleting a Task from the Archive, there may be data that depends on it being present in the Archives; use this command **only if absolutely necessary!**
Report Button	creates printable/emailable PDF from info on this form

The topics that follow describe the **Task and Document Viewer** 197 and the **Rebuild Task Stats** 199 function.

5.4.5.1 Task and Document Viewer

Task and Document Viewer appears when new Archive tasks are to be added, displays information for existing tasks, and allows information to be edited.

Screenshot

(shown in **Edit** mode)

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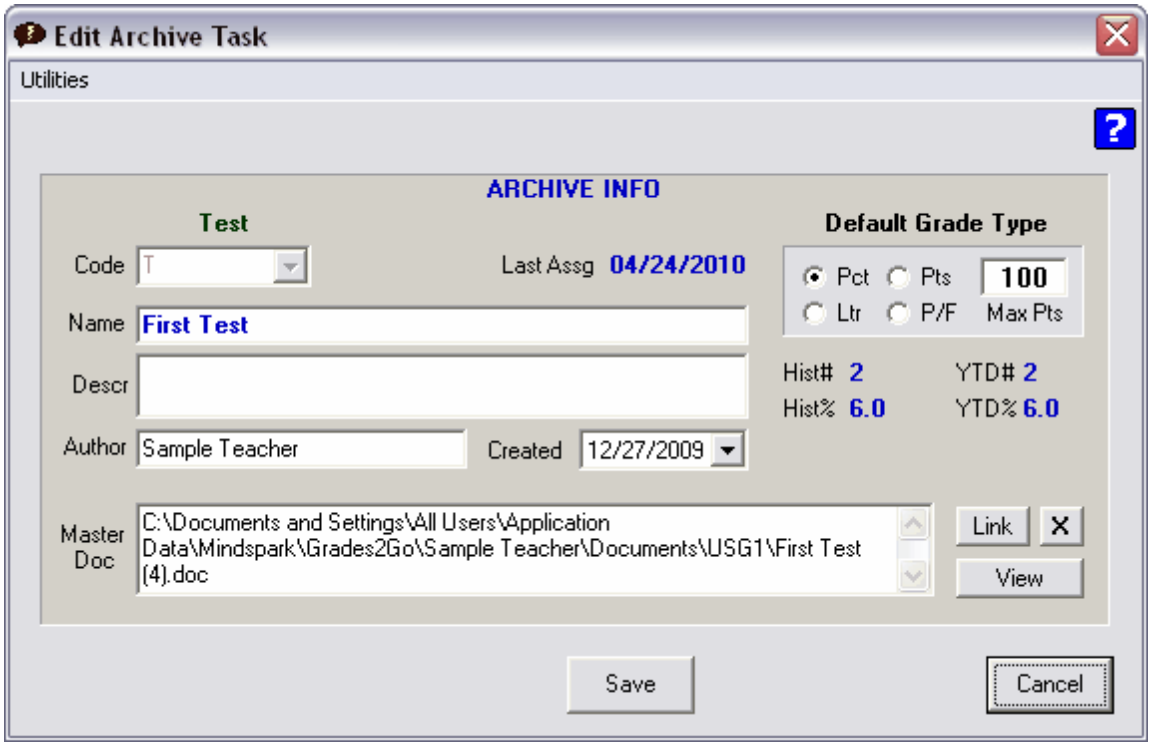

Controls

Control	Function
Utilities Menu	additional commands (click to show)
Rebuild Stats	allows Task Statistics to be selectively recalculated or cleared via **Rebuild Task Stats** 199; can also be done for ALL tasks in this course via **Utilities** in **Course Task Archives** 195
Code	the **Code** 150 associated with the Task (drop-down list when creating a new Task; not editable in **Edit** mode)
Last Assg	the last date the Task was assigned in any Section/Term
Name	the name of the Task
Descr	a further description of the Task (optional)
Author	Task author (fixed to Current User when creating a new task)
Created	the date the Task was created (calendar pop-up; defaults to today's date)
Default Grade Type	suggested default grade type during grade entry; can be overridden during Section/Term use; note that *any* grade type can be assigned to *any* entered grade at *any* time (applies even to **PC Algorithm** — an automatic conversion is made)
Pct Option	suggests grade entry as a percent (0 - 100)
Pts Option	suggests grade entry as points (0 - Max Pts)

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Max Pts	sets maximum points (if **Pts Option** or **PC Algorithm**)
Ltr Option	suggests grade entry as a letter type (Grading Bands)
P/F Option	suggests grade entry as **Pass** or **Fail** (100% or 0%, **Max Pts** or 0 Pts)
Master Doc Path	name and location of a linked document (Course Task Documents Folder 221)
Link Button	opens a folder/file selector dialog window to locate an existing document and automatically creates a copy for the Course Task Documents Folder 221; link finalized upon **Save**
X Button	removes the link to a document (document itself not affected)
Create/View Button	**Create**: clicking offers to create a new document (with MS Word); link finalized upon **Save** **View**: clicking opens linked document in a separate window using its default application
Edit Button	puts displayed information into **Edit** mode; button not visible after selection
Save Button	saves data and closes window

Auto-Renaming of Linked Documents

Linking a document to an Archive Task results in a copy of the Task being placed in the Course Task Documents Folder 221. If a document by the same name already exists, a numerical version number is appended to the document name (eg `First Test.doc` => `First Test(2).doc`)

5.4.5.2 Rebuild Task Stats

Rebuild Task Stats recalculates task usage statistics, either for **ALL** tasks in a Course Archive, or for an **Individual** task.

Selecting **Utilities > Rebuild Stats for All Tasks** from a Course Task Archive 195 brings up the **ALL** version:

Screenshot

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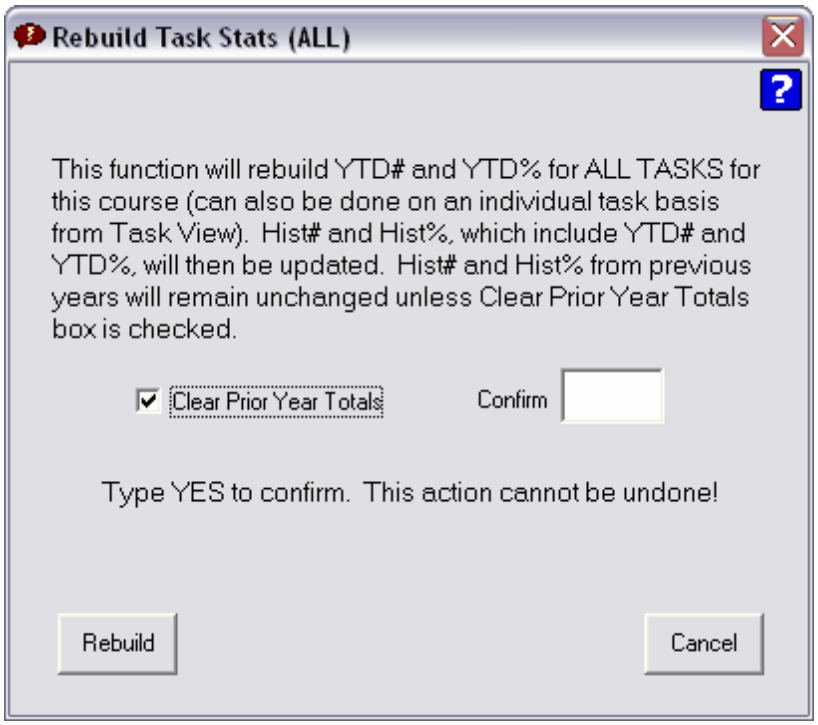
Rebuild Task Stats (ALL)
This function will rebuild YTD# and YTD% for ALL TASKS for this course (can also be done on an individual task basis from Task View). Hist# and Hist%, which include YTD# and YTD%, will then be updated. Hist# and Hist% from previous years will remain unchanged unless Clear Prior Year Totals box is checked.
Clear Prior Year Totals
Confirm
Type YES to confirm. This action cannot be undone!
Rebuild
Cancel

Controls

Control	Function
Clear Prior Year Totals Checkbox	clears all prior year statistics for all tasks in the selected Course Archive (retains current year statistics)
Confirm	appears only if **Clear** box is checked, requiring **YES** to be entered to confirm statistics clearing
Rebuild Button	analyzes and recalculates all uses of all tasks in the selected Course Archive in the current year; clears prior year totals if **Clear** checked

Selecting **Utilities > Rebuild Stats** from the Task and Document Viewer 197 brings up the **Individual** version:

Screenshot

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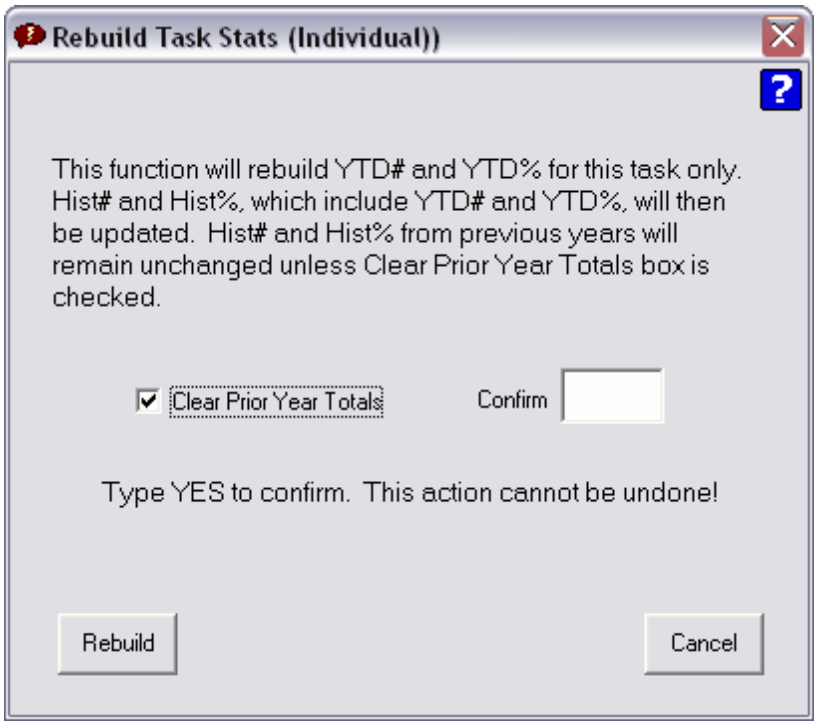
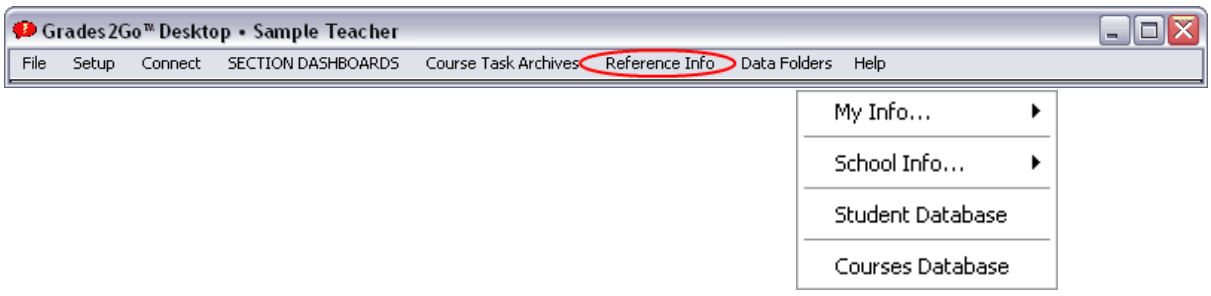

Rebuild Task Stats (Individual))
This function will rebuild YTD# and YTD% for this task only. Hist# and Hist%, which include YTD# and YTD%, will then be updated. Hist# and Hist% from previous years will remain unchanged unless Clear Prior Year Totals box is checked.
Clear Prior Year Totals
Confirm
Type YES to confirm. This action cannot be undone!
Rebuild
Cancel

Controls

Control	Function
Clear Prior Year Totals Checkbox	clears all prior year statistics for the selected task only (retains current year statistics)
Confirm	appears only if **Clear** box is checked, requiring **YES** to be entered to confirm statistics clearing
Rebuild Button	analyzes and recalculates all uses of this task in the current year; clears prior year totals if **Clear** checked

5.4.6 Reference Info



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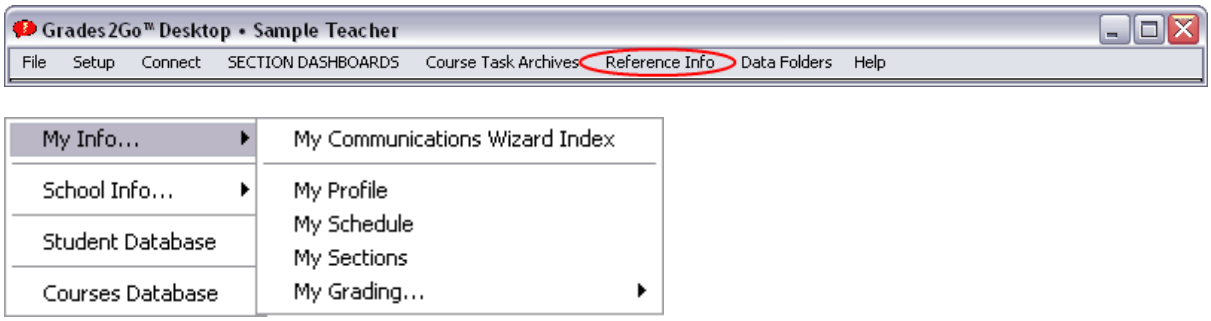
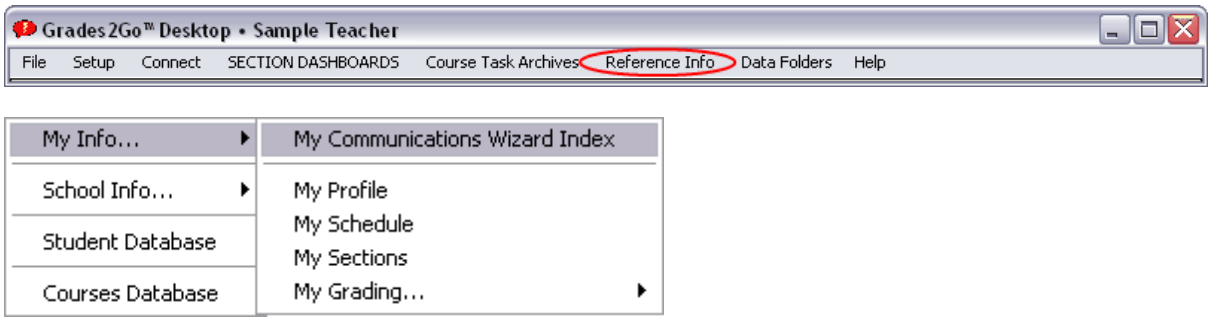
Reference Info displays most of the data forms already explored in **Main Menu > Setup** 97 in a view-only mode. It is suggested that existing data is viewed through this command rather than via **Setup** in order to minimize the possibility of inadvertent changes of existing data. Each of the main commands is explored in detail in the following topics.

5.4.6.1 My Info



My Info is a collection of commands displaying your (the Teacher's) personal databases, without editing capability. Each is described in the following topics. Your **Course Task Archives** have their own Main Menu heading and are not covered here.

5.4.6.1.1 My Communications Wizard Index



My Communications Wizard Index displays all emailed Reports and Memos that have been distributed, or are pending distribution, via the Communications Wizard in any of the Section Dashboards. It provides an easy way to view the status of all major email communications with students and their constituents (parents/guardians and guidance), as well as the communicated documents (PDFs) themselves. It also provides a means by which to record the receipt of signed responses from parents/guardians when those are required.

The index listing can also be easily filtered by section and reporting term. Individual Jobs (similar

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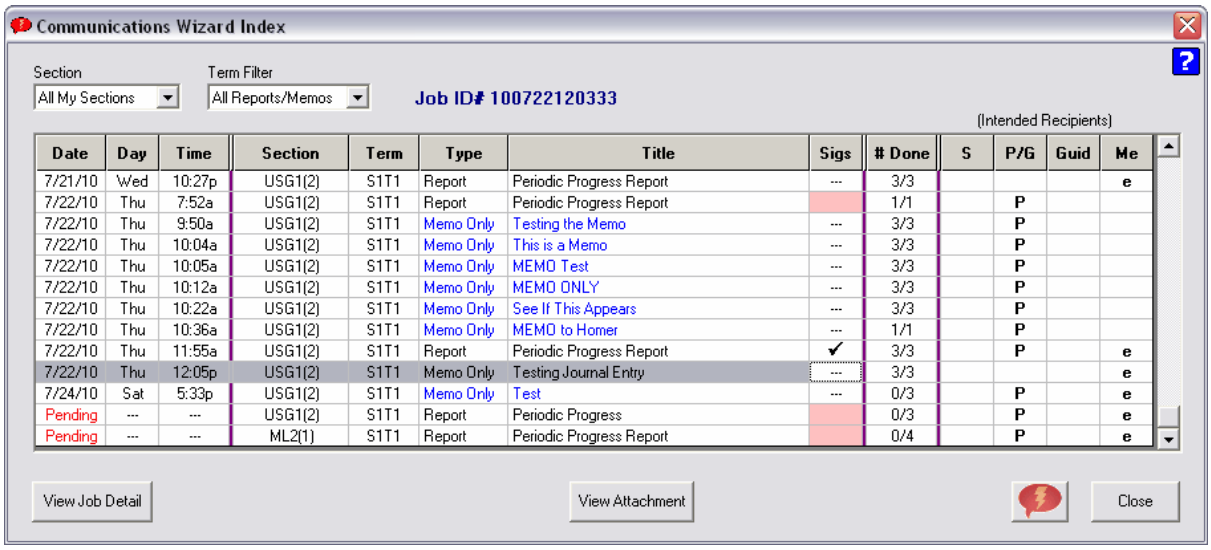
Student Reports all emailed at once) may be deleted from the listing if desired.

The following form is displayed (via Sample Teacher, which allows **Me** as the only email recipient; data created to show most icons and legends):

Screenshot



Date	Day	Time	Section	Term	Type	Title	Sigs	# Done	S	P/G	Guid	Me
7/21/10	Wed	10:27p	USG1(2)	S1T1	Report	Periodic Progress Report	---	3/3				e
7/22/10	Thu	7:52a	USG1(2)	S1T1	Report	Periodic Progress Report		1/1		P		
7/22/10	Thu	9:50a	USG1(2)	S1T1	Memo Only	Testing the Memo	---	3/3		P		
7/22/10	Thu	10:04a	USG1(2)	S1T1	Memo Only	This is a Memo	---	3/3		P		
7/22/10	Thu	10:05a	USG1(2)	S1T1	Memo Only	MEMO Test	---	3/3		P		
7/22/10	Thu	10:12a	USG1(2)	S1T1	Memo Only	MEMO ONLY	---	3/3		P		
7/22/10	Thu	10:22a	USG1(2)	S1T1	Memo Only	See If This Appears	---	3/3		P		
7/22/10	Thu	10:36a	USG1(2)	S1T1	Memo Only	MEMO to Homer	---	1/1		P		
7/22/10	Thu	11:55a	USG1(2)	S1T1	Report	Periodic Progress Report	✓	3/3		P		e
7/22/10	Thu	12:05p	USG1(2)	S1T1	Memo Only	Testing Journal Entry	---	3/3				e
7/24/10	Sat	5:33p	USG1(2)	S1T1	Memo Only	Test	---	0/3		P		e
Pending	---	---	USG1(2)	S1T1	Report	Periodic Progress		0/3		P		e
Pending	---	---	ML2(1)	S1T1	Report	Periodic Progress Report		0/4		P		e

Data Grid

Column	Data Description
	(double-clicking any column of any row opens **Communications Wizard Job Detail**; equivalent to clicking **View Job Detail Button**)
Date	date that all emails of the Job were finally completed; if all students in the distribution list are not yet completed, **Pending** is displayed
Day	day of the week that all emails of the Job were finally completed; if not yet completed, --- is displayed
Time	time of day that all emails of the Job were finally completed; if not yet completed, --- is displayed
Section	the class section in which this Job (Report/Memo) was created
Term	the Term Stamp for the Job; depends on the **Section Dashboard** semester/term viewed when the Job was created, as well as the setting of **S/T/Y Stamp** in the **Communications Wizard**
Type	identifies the Job as either a **Report** (cover email with individual student data attached) or **Memo Only** (an email communication without any student data); if **Memo Only**, the **Type**, **Title** and **Memo** columns are highlighted in blue text
Title	the title of the Job (Report/Memo) as set in the **Communications Wizard**; if **Memo Only**, it is automatically generated from the email subject line; on very rare occasions, [ERROR]

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can precede the Title text, indicating failure to send one or more student emails due to a missing file (in such a case, the Job is considered complete, but the student Report causing the error must be recreated and resent as a new Job — double-click the line to see more details)

Sigs information pertaining to the **P/G Sig Requirement Checkbox** in the **Communications Wizard**:

- --- no signatures required
- (pink) signatures required, but not all have been returned
- ✓ signatures required, and all have been returned

#/Tot the number of emails sent to date, out of the total to be sent (**Tot** is set by the number of **Included Students** in the **Communications Wizard** that created the Job

S **e** and/or **P** indicate the Student is an intended recipient of an emailed and/or printed communication, as checked in **Support Circle Recipients** when the Job was created

P/G **e** and/or **P** indicate the Parent(s)/Guardian(s) are intended recipients of an emailed and/or printed communication, as checked in **Support Circle Recipients** when the Job was created

GD **e** and/or **P** indicate the Guidance counselor is an intended recipient of an emailed and/or printed communication, as checked in **Support Circle Recipients** when the Job was created

Me **e** and/or **P** indicate the Teacher (yourself) is an intended recipient of an emailed and/or printed communication, as checked in **Support Circle Recipients** when the Job was created

Controls

Control	Function
Section	drop-down selector allowing display of Jobs for all Sections at once, or for individual Sections only
Term Filter	drop-down selector allowing filtering and display of Jobs with all Term Stamps, or just individual ones
Job ID#	displays the **Job ID#** of a selected Report/Memo as soon as a row is highlighted
View Job Detail Button	clicking opens the **Communications Wizard Job Detail** form for a highlighted row of the grid; equivalent to double-clicking the row
View Attachment Button	enabled if a **Memo Only** Job with an attached file is selected; opens the attachment with its associated application program
Delete Job Button	after confirmation, deletes the highlighted Job from the index; any existing documents created for the Job remain intact; **Delete Job** is only available when accessed from a **Section Dashboard** 233
Report Button	creates printable report/PDF from info on this form; report includes **Memo** text if it exists

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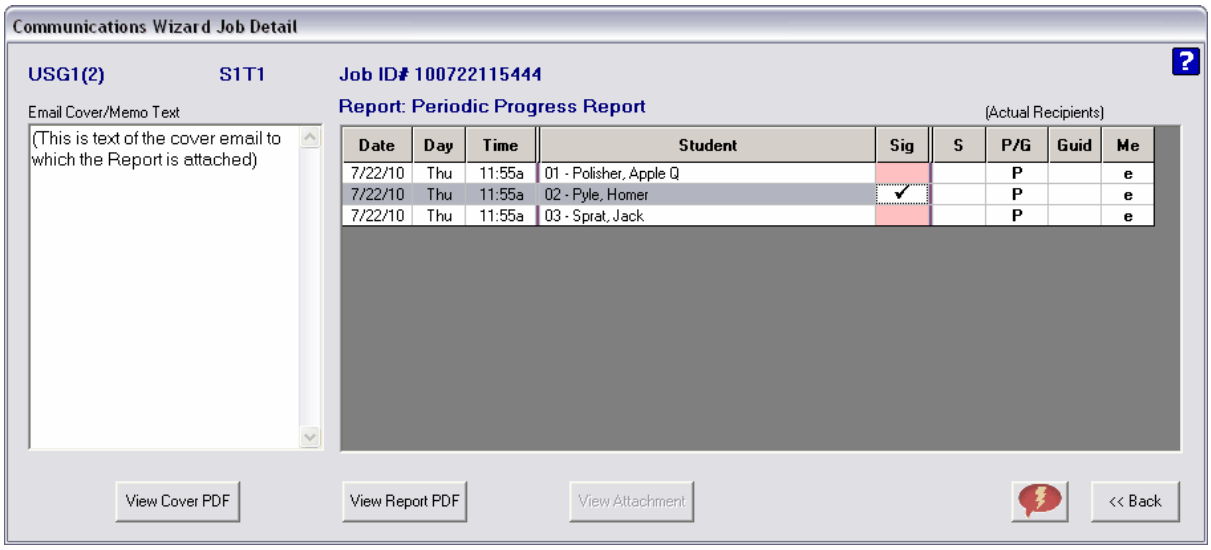
5.4.6.1.1.1 Communications Wizard Job Detail

Communications Wizard Job Detail appears when **View Job Detail Button** is clicked, or a row is double-clicked, on the **Communications Wizard Index**.

Screenshot



Data Grid

Column	Data Description
	(for a **Report**, double-clicking any column of any row row opens the PDF of the Report; for a Memo Only, double-clicking opens the PDF of the Memo; equivalent to clicking **View Report PDF Button** and **View Cover PDF Button** respectively)
Date	date that this email was sent; if not yet completed, **Pending** is displayed
Day	day of the week that this email was sent; if not yet completed, --- is displayed
Time	time of day that this email was sent; if not yet completed, --- is displayed
Student	the student subjects of the Report/Memo; student list is set by **Included Students** in the **Communications Wizard** at the time the Job is created; on very rare occasions, [ERROR] can precede the name, indicating failure to send the Report due to a missing file (in such a case, the Report should be recreated and resent as a new Job)
Sig	this column visible only if **P/G Sig Requirement Checkbox** was checked in the **Communications Wizard** when the Job was created; signature status is indicated as follows: signature has not been returned; double clicking changes cell to ✓

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✓ signature has been returned; double-clicking changes cell to after confirmation message

S **e** and/or **P** in black indicate the Student was the recipient of an emailed and/or printed communication; **e** and/or **P** in **red** indicate the distribution is not complete but the Student is an intended recipient of an emailed and/or printed communication, as checked in **Support Circle Recipients** when the Job was created

P/G **e** and/or **P** in black indicate the Parent(s)/Guardian(s) were recipient of an emailed and/or printed communication; **e** and/or **P** in **red** indicate the distribution is not complete but the Parent(s)/Guardian(s) are intended recipients of an emailed and/or printed communication, as checked in **Support Circle Recipients** when the Job was created

GD **e** and/or **P** in black indicate the Guidance Counselor was the recipient of an emailed and/or printed communication; **e** and/or **P** in **red** indicate the distribution is not complete but the Guidance Counselor is an intended recipient of an emailed and/or printed communication, as checked in **Support Circle Recipients** when the Job was created

Me **e** and/or **P** in black indicate the Teacher (yourself) was the recipient of an emailed and/or printed communication; **e** and/or **P** in **red** indicate the distribution is not complete but the Teacher is an intended recipient of an emailed and/or printed communication, as checked in **Support Circle Recipients** when the Job was created

Controls

Control	Function
Section	the **Section** of the displayed Report/Memo Job
Term Stamp	the **Term Stamp** of the displayed Report/Memo Job
Job ID#	the **Job ID#** of the displayed Report/Memo Job
Report Type: Title	the Report Type (**Report** or **Memo Only**) followed by the Title of the displayed Report/Memo Job
Email Cover/Memo Text	the text of the Cover or Memo that is sent to all recipients of the Job
View Cover PDF Button	clicking opens the PDF of the Report Cover or Memo email (in Adobe Reader); equivalent action by double-clicking a row of a **Memo Only** listing
View Attachment Button	enabled if a **Memo Only** Job with an attached file is selected; opens the attachment with its associated application program
View Report PDF Button	clicking opens the PDF of the Student Report attached to the Report Cover email (in Adobe Reader); equivalent action by double-clicking a row of a **Report** listing
Report Button	creates printable report/PDF from info on this form; report includes Report Cover/Memo text if it exists
Back Button	clicking closes this form and returns to the **Communications Wizard Index**

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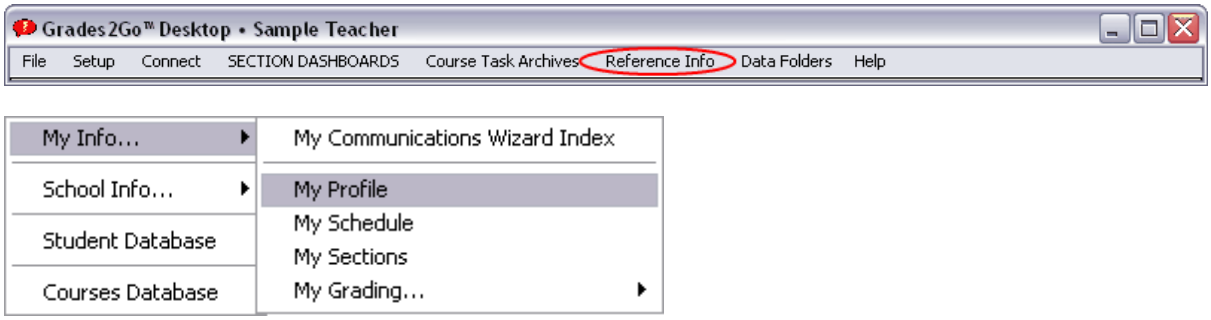
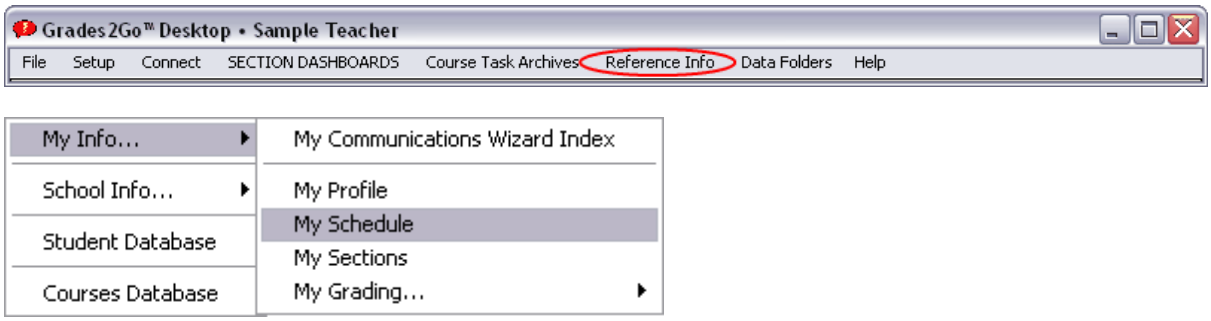
5.4.6.1.2 My Profile



My Profile displays your personal information, without editing capability. For a complete explanation, see **Setup>Teacher>Profile** 156.

5.4.6.1.3 My Schedule



My Schedule shows your (the Teacher's) teaching schedule for any term of the year. It appears in a **Fixed** or a **Rotating** version depending on the type of school schedule as set in **Setup > School > Profile** 100. Information is compiled from various databases and can't be edited directly.

Screenshots

(**Fixed** version)

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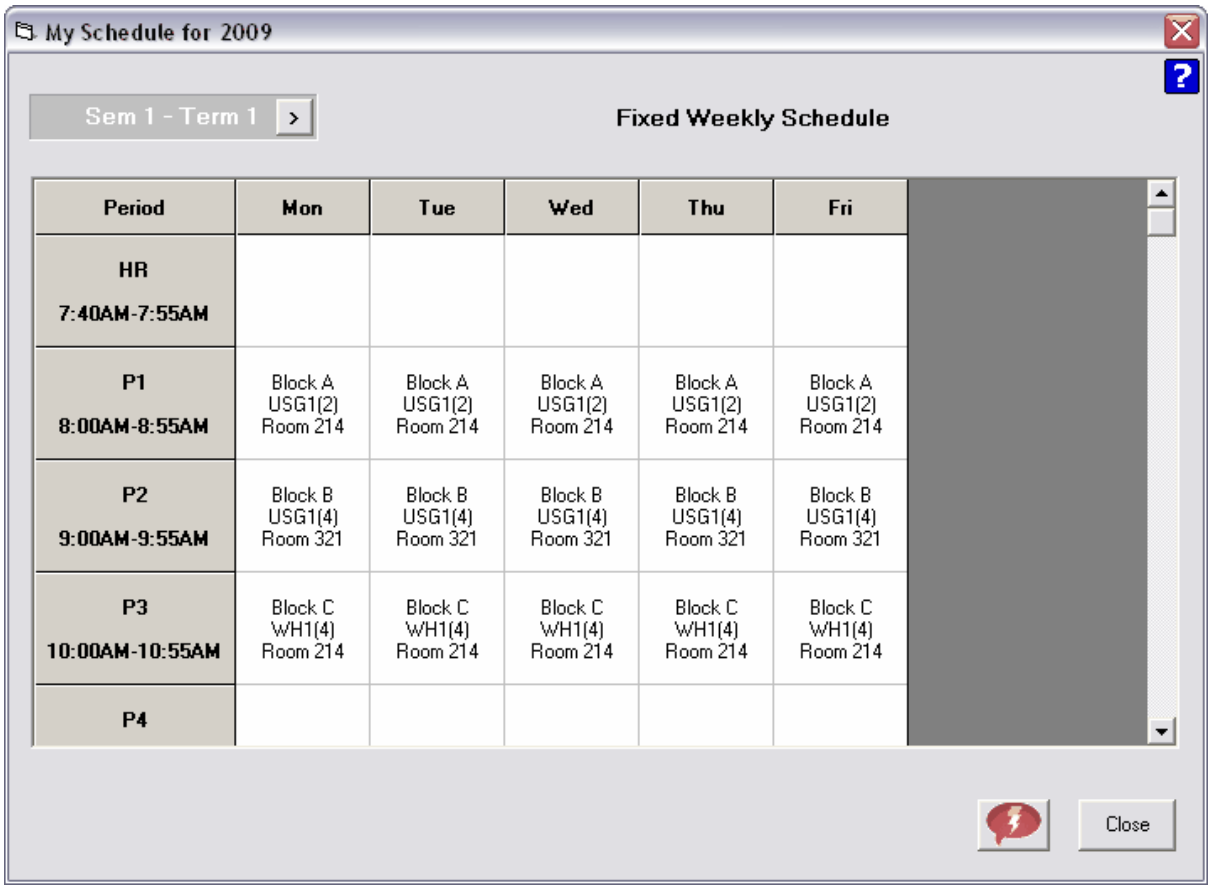

Period	Mon	Tue	Wed	Thu	Fri
HR 7:40AM-7:55AM					
P1 8:00AM-8:55AM	Block A USG1(2) Room 214	Block A USG1(2) Room 214	Block A USG1(2) Room 214	Block A USG1(2) Room 214	Block A USG1(2) Room 214
P2 9:00AM-9:55AM	Block B USG1(4) Room 321	Block B USG1(4) Room 321	Block B USG1(4) Room 321	Block B USG1(4) Room 321	Block B USG1(4) Room 321
P3 10:00AM-10:55AM	Block C WH1(4) Room 214	Block C WH1(4) Room 214	Block C WH1(4) Room 214	Block C WH1(4) Room 214	Block C WH1(4) Room 214
P4					

(**Rotating** version)

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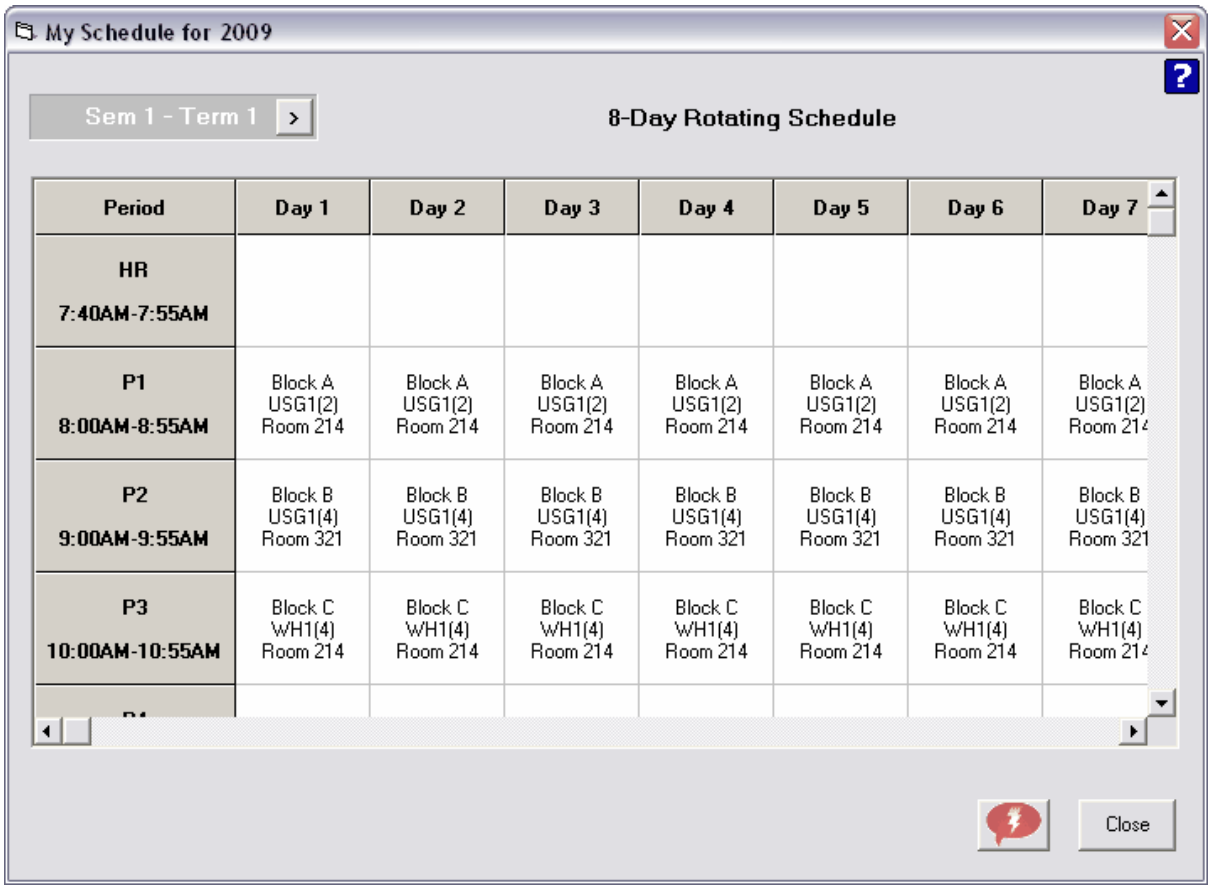

Data Grid

Column	Description
Period	the time period of the school day as defined in **Setup > School > Periods** 109.
Days Columns	the day of the school's schedule cycle (if **Fixed**, the day of the week; if **Rotating**, the number of the day of the rotating cycle)

Controls

Control	Function
Title	either **Fixed Weekly Schedule** or **X-Day Rotating Schedule** where **X** is the number of days in the school's rotating schedule cycle
Term Selector	clicking on forward/backward arrows changes viewed term

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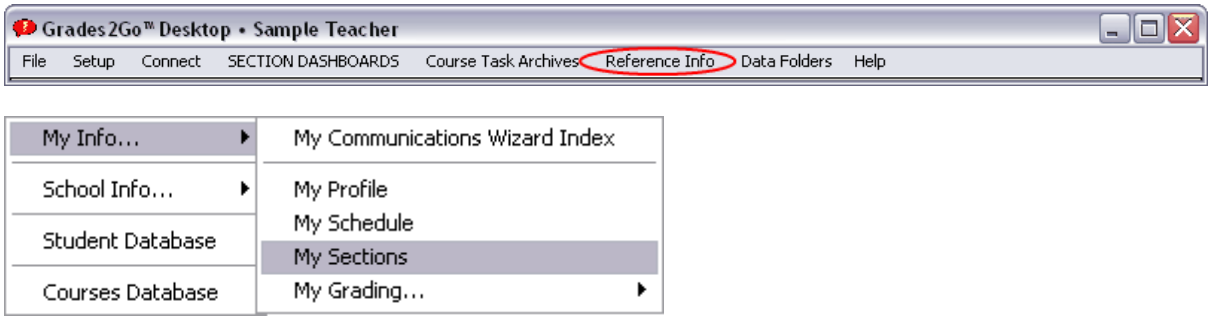
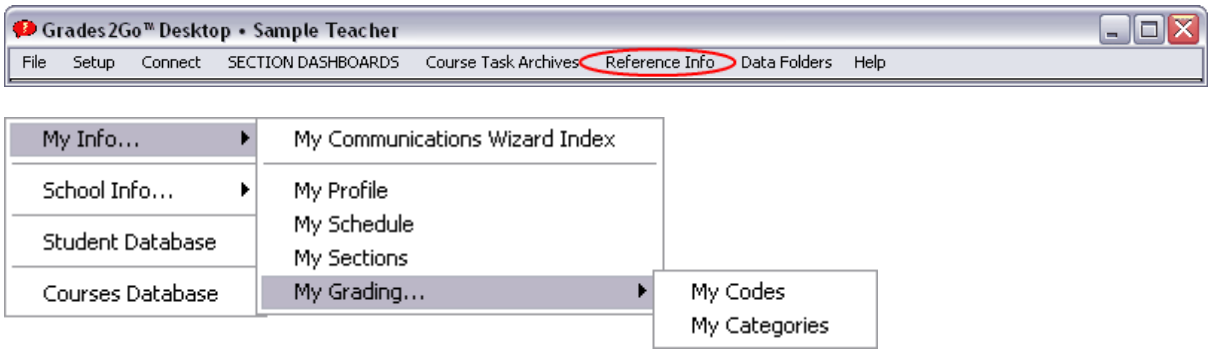
Report Button creates printable/emailable PDF from info on this form

5.4.6.1.4 My Sections



My Sections summarizes all the course sections you teach in the current year, without editing capability. For a complete explanation, see **Setup>Teacher>Sections** 144.

5.4.6.1.5 My Grading



My Grading displays all of your Task Codes and Task Categories, without editing capability. For a complete explanation of each, see **Setup>Teacher>Grading>Codes** 150 and **Setup>Teacher>Grading>Categories** 153.

5.4.6.2 School Info

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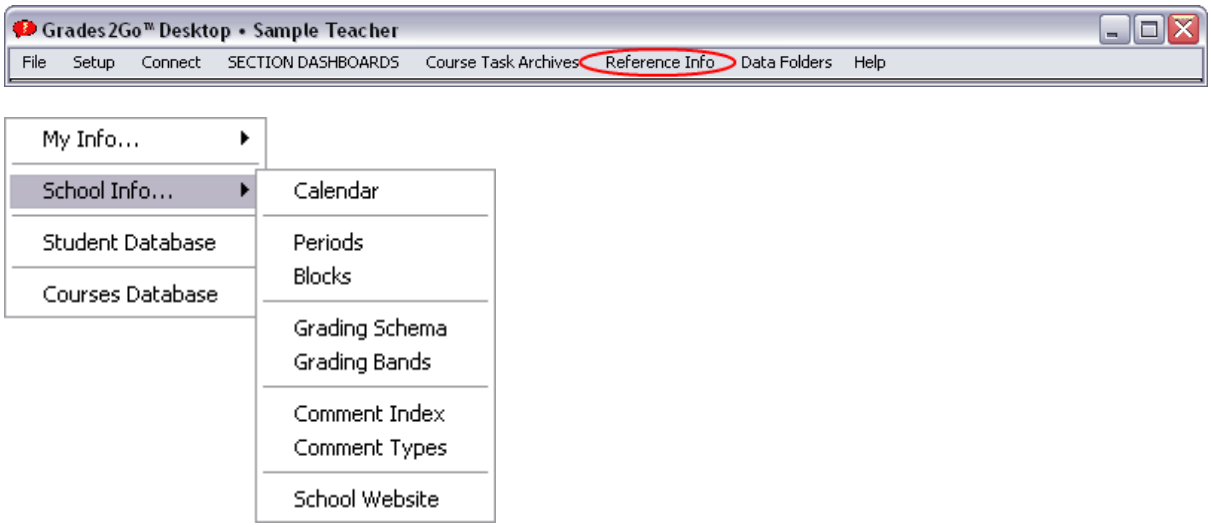
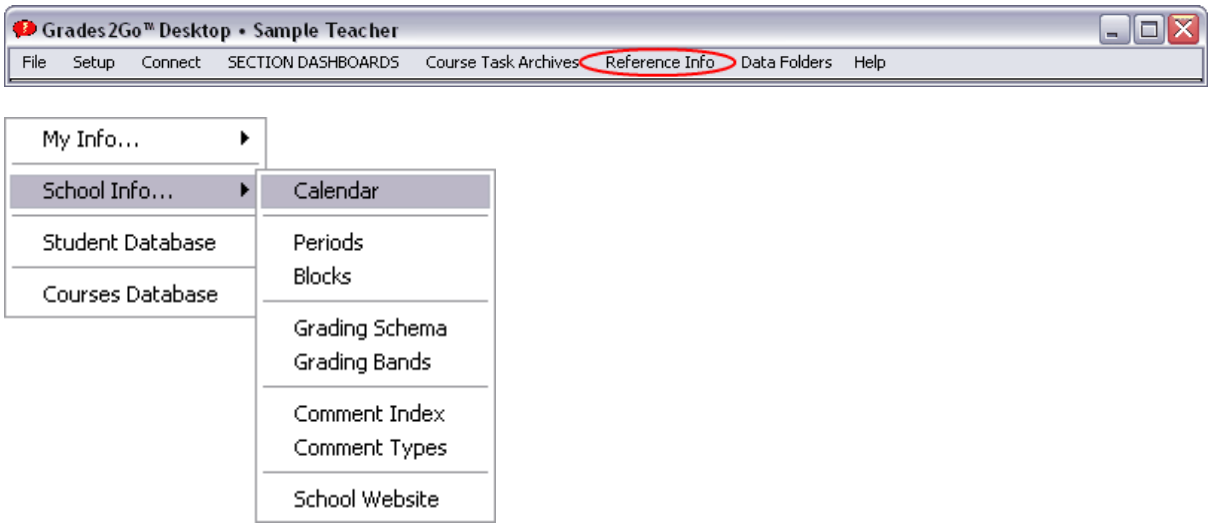


School Info is a collection of commands displaying your school's databases, without editing capability. Each is described in the following topics.

5.4.6.2.1 Calendar



Calendar displays all date information for the school year, without editing capability. For a complete description of the form, see **Setup>School>Calendar** 103.

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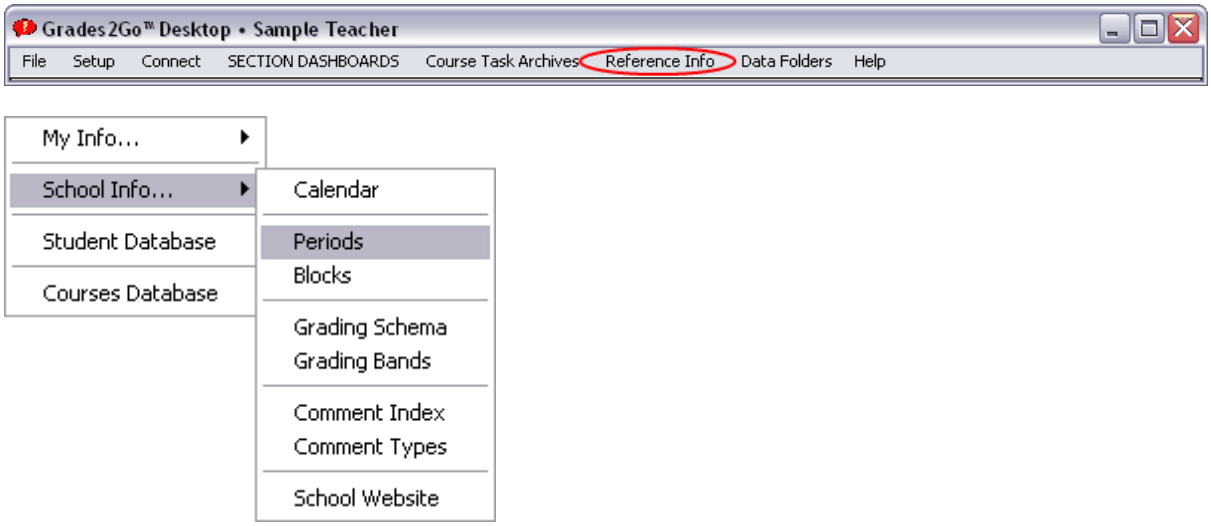
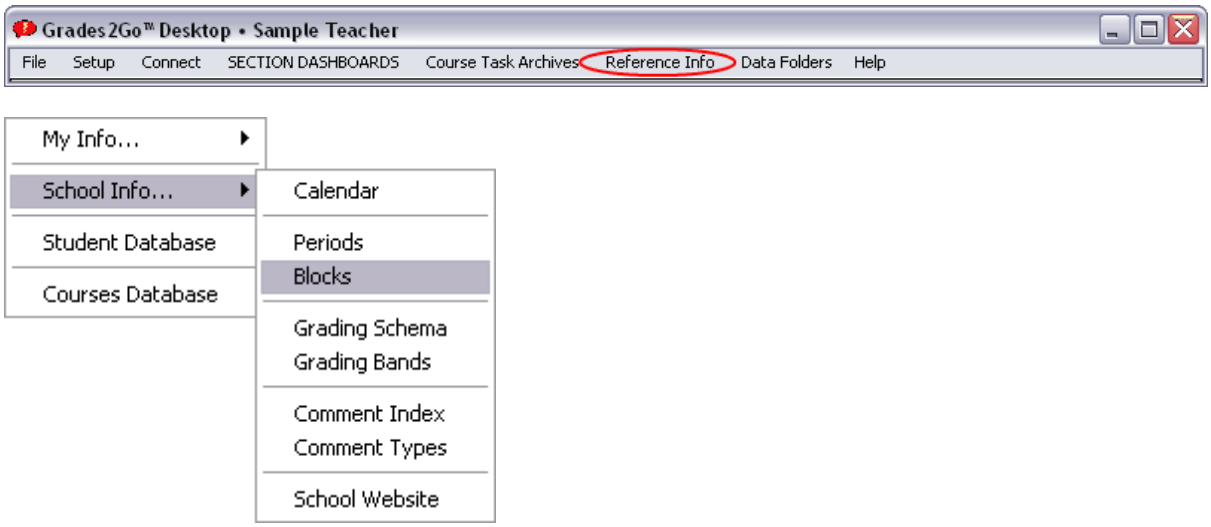
5.4.6.2.2 Periods



Periods displays all period information for the school, without editing capability. For a full description of the form, see **Setup>School>Periods** 109.

5.4.6.2.3 Blocks



Blocks displays all block information for the school year, without editing capability. For a full description of the form, see **Setup>School>Blocks** 112.

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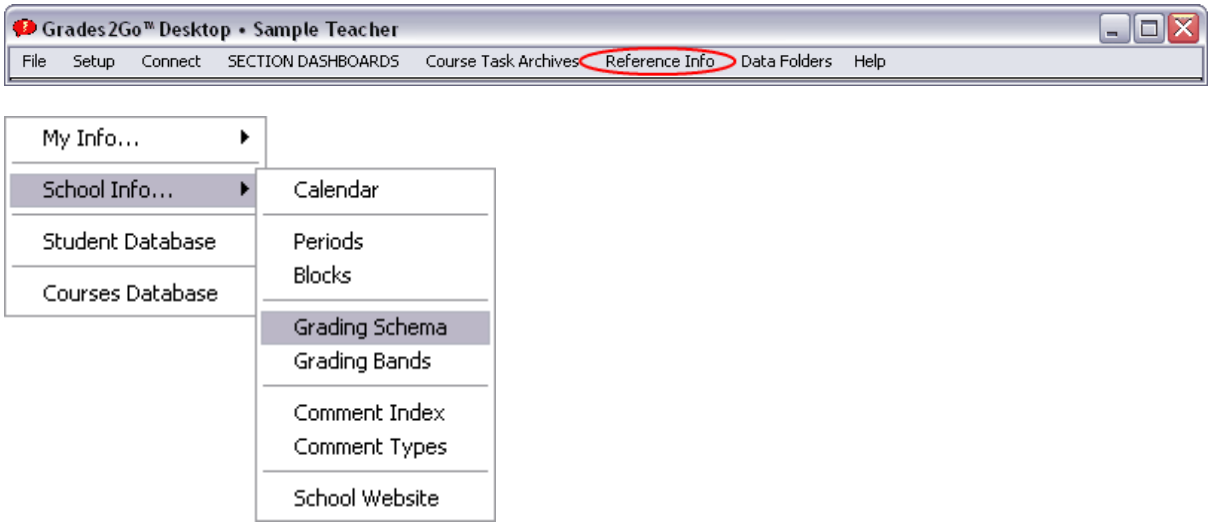
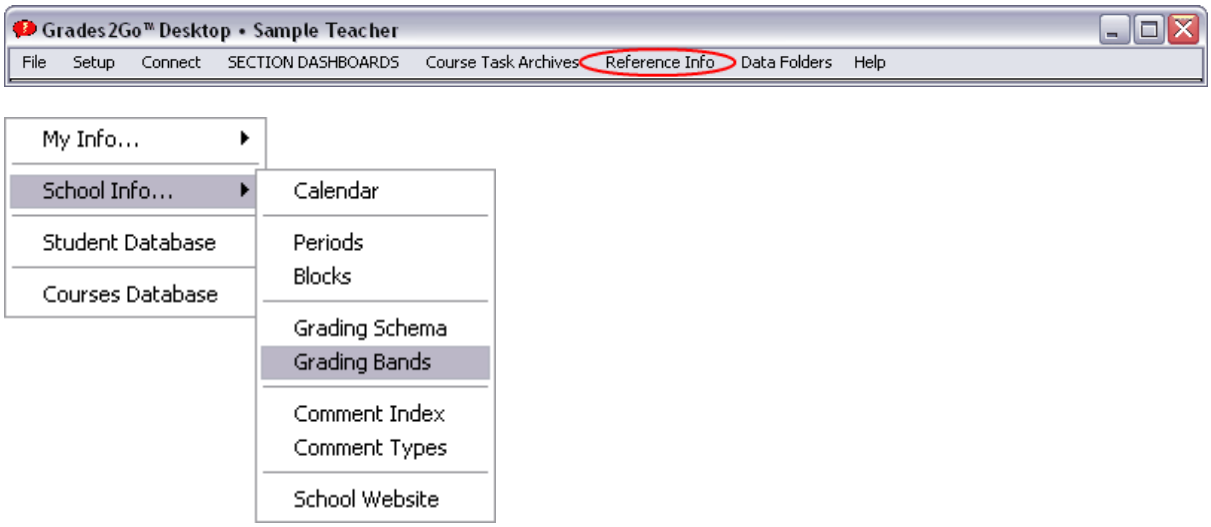
5.4.6.2.4 Grading Schema



Grading Schema displays the school's grading scheme for the year, without editing capability. For a full description of the form, see **Setup>School>Grading>Schema** 120.

5.4.6.2.5 Grading Bands



Grading Bands displays the school's grading scheme for the year, without editing capability. For a full description of the form, see **Setup>School>Grading>Schema** 120.

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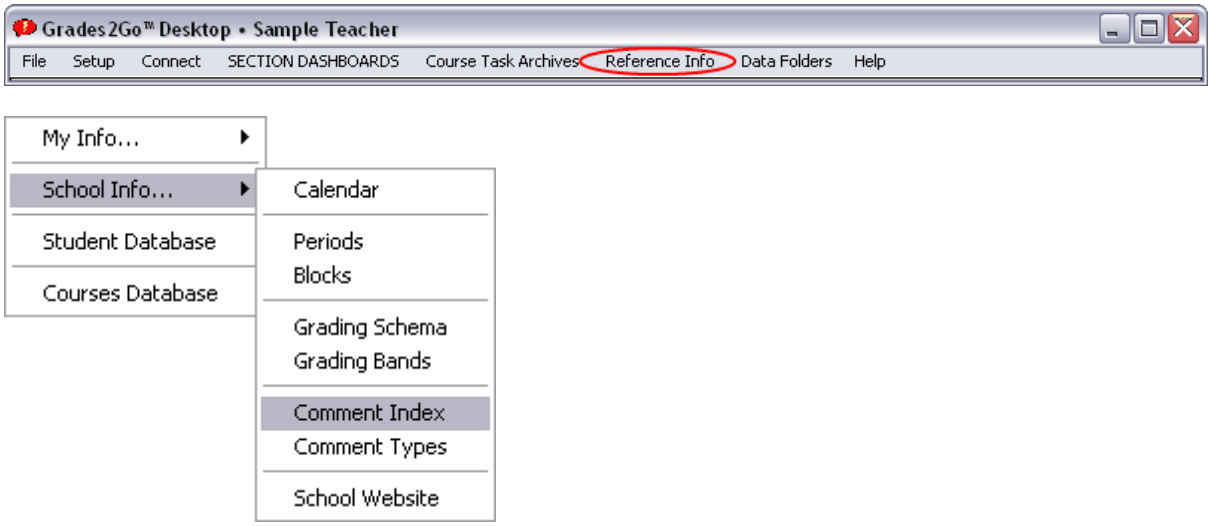
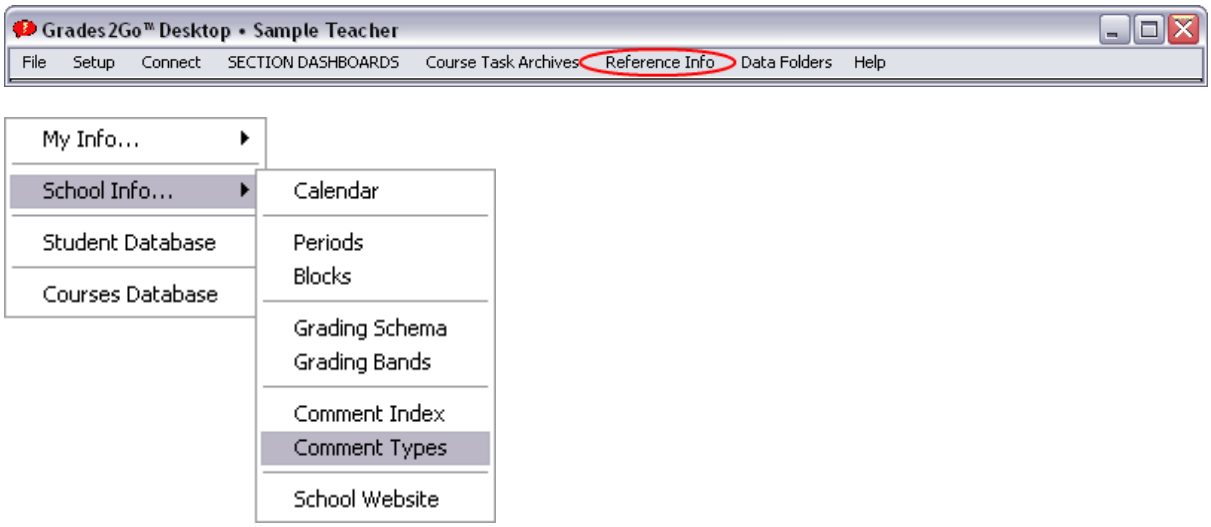
5.4.6.2.6 Comment Index



Comment Index displays the school's preformatted progress report comments, without editing capability. For a full description of the form, see **Setup>School>Grading>Comments>Index** 126.

5.4.6.2.7 Comment Types



Comment Types displays the school's preformatted progress report comments, without editing capability. For a full description of the form, see **Setup>School>Grading>Comments>Types** 129.

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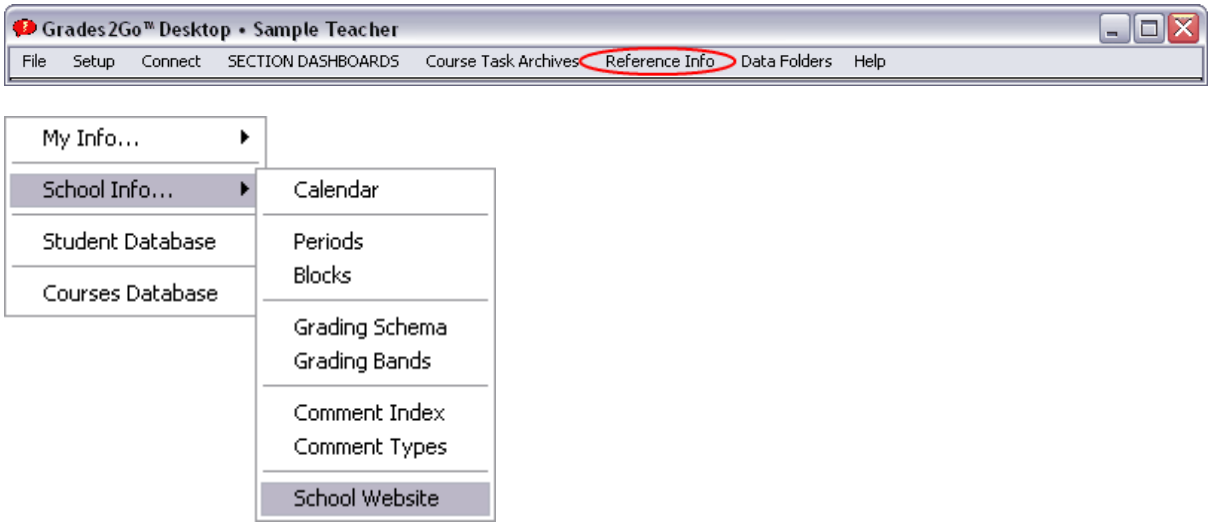
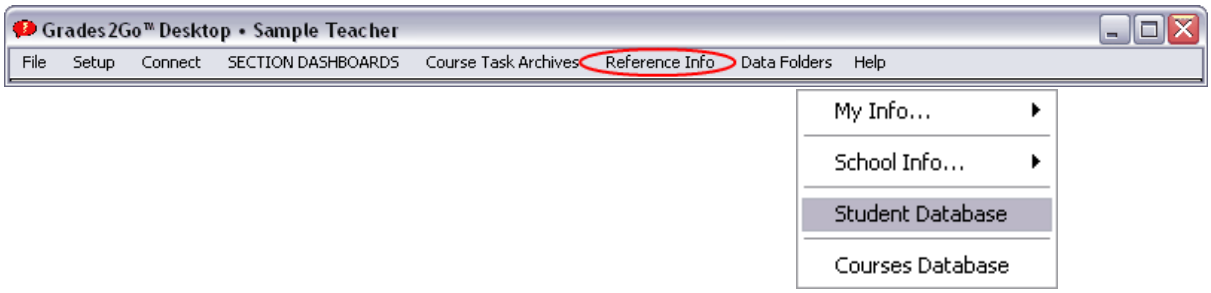
5.4.6.2.8 School Website



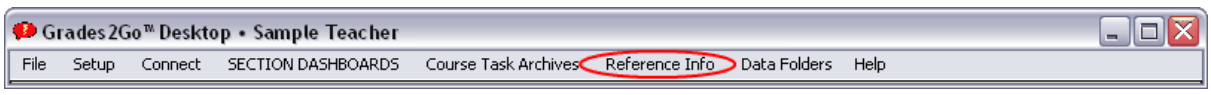
School Website displays the website specified in **Setup>School>Profile** 100 in the default browser.

5.4.6.3 Student Database


Grades2Go™ Desktop • Sample Teacher
File Setup Connect SECTION DASHBOARDS Course Task Archives Reference Info Data Folders Help
My Info...
School Info...
Student Database
Courses Database

Student Database displays school student enrollment for the school year, without editing capability. For a full description of the form, see **Setup>School>Student Database** 131.

5.4.6.4 Courses Database


Grades2Go™ Desktop • Sample Teacher
File Setup Connect SECTION DASHBOARDS Course Task Archives Reference Info Data Folders Help

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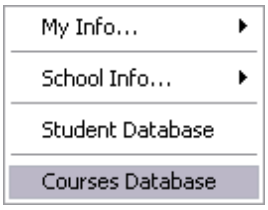
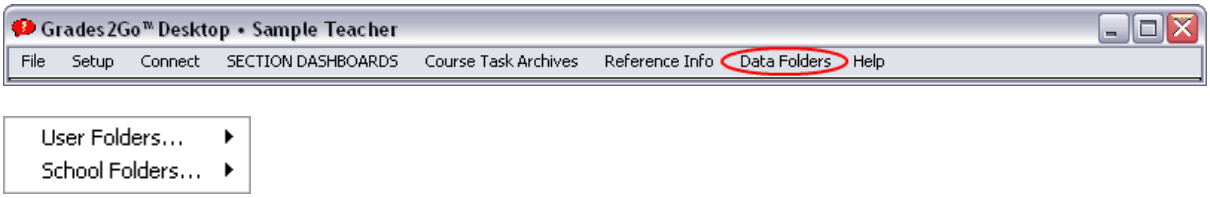


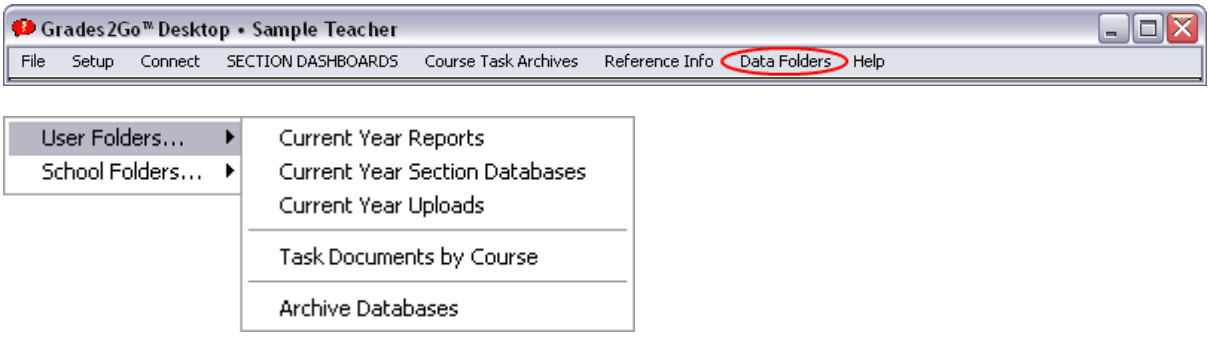
Courses Database displays school course information for the school year, without editing capability. For a full description of the form, see **Setup>School>Courses** 117.

5.4.7 Data Folders


Grades2Go™ Desktop • Sample Teacher
File Setup Connect SECTION DASHBOARDS Course Task Archives Reference Info Data Folders Help
User Folders...
School Folders...

Data Folders is a collection of shortcuts to the folders that contain your Grades2Go™ data and documents. They are separated into **User Folders** and **School Folders**. The following topics cover each in detail.

5.4.7.1 User Folders


Grades2Go™ Desktop • Sample Teacher
File Setup Connect SECTION DASHBOARDS Course Task Archives Reference Info Data Folders Help
User Folders...
School Folders...
Current Year Reports
Current Year Section Databases
Current Year Uploads
Task Documents by Course
Archive Databases

User Folders is a collection of shortcuts to folders containing documents and data created or controlled by the User. Each uses Windows Explorer to display the folder contents.

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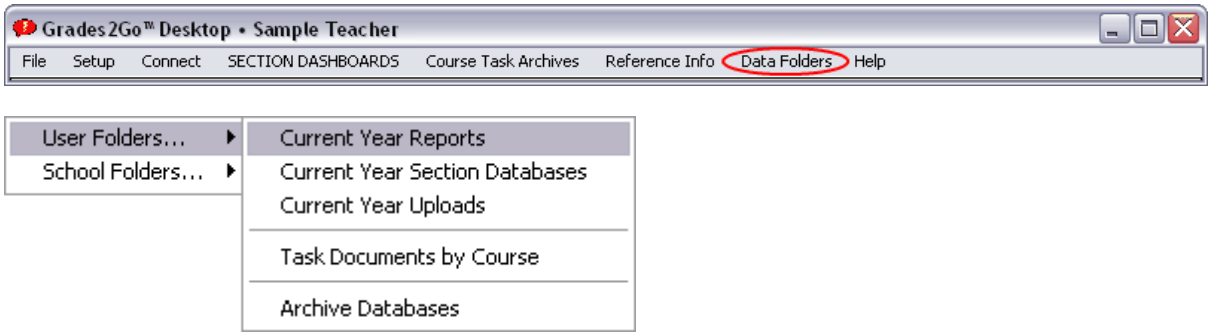
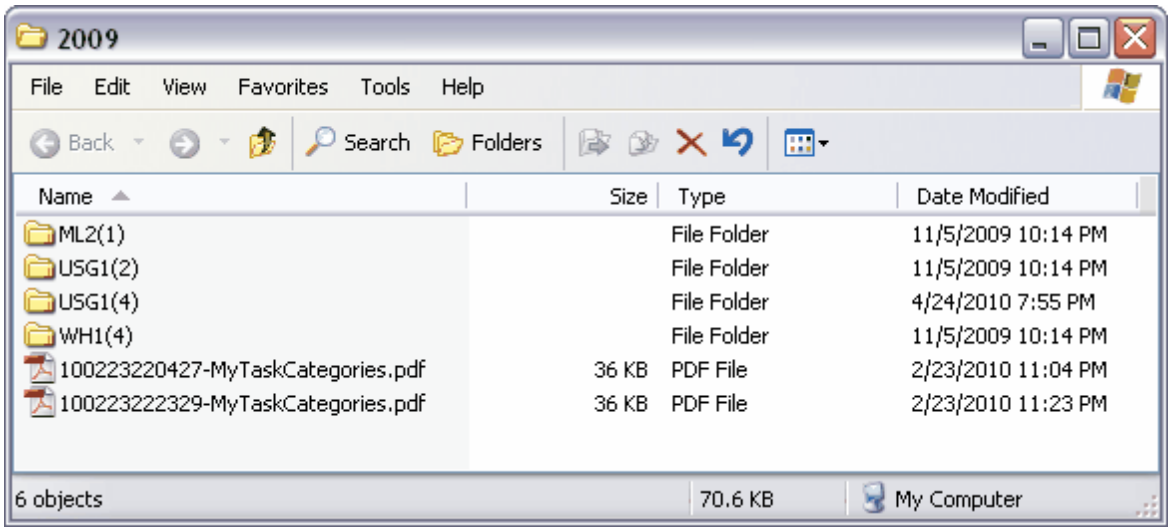
5.4.7.1.1 Current Year Reports



Current Year Reports lists **Section folders** for all reports associated with a classroom Section. Files not associated with a Section are stored directly in this folder. These screenshots show typical contents of this folder and its subfolders.

Screenshots



Each **Section folder** has a **Working folder** (reports for your own use) and a **Communications folder** (reports for distribution):

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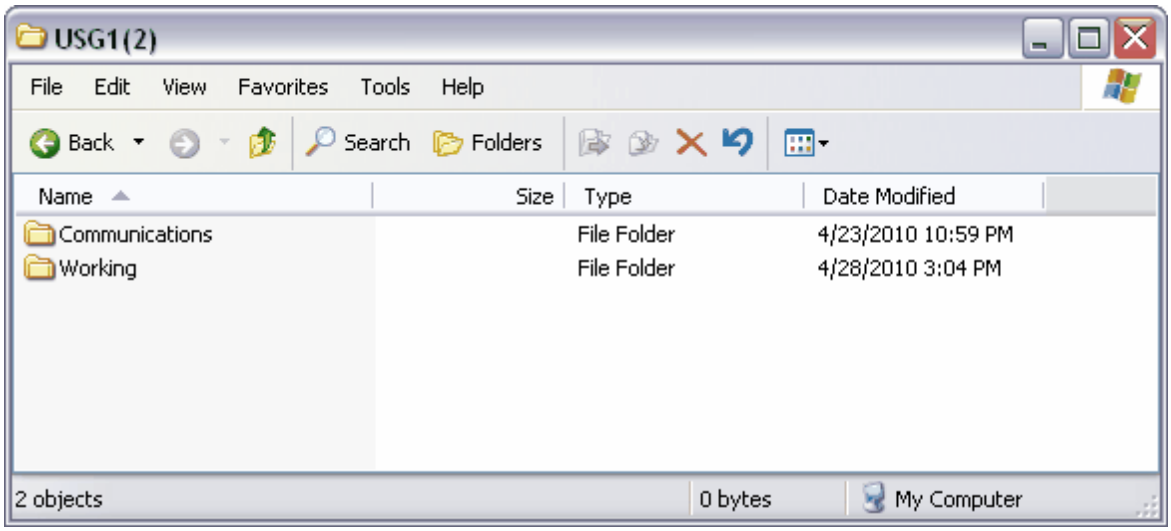
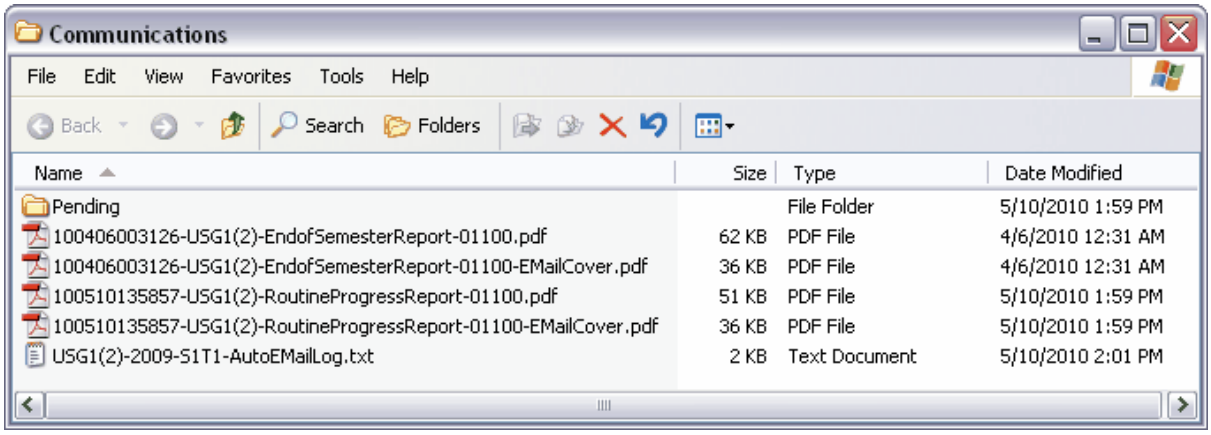
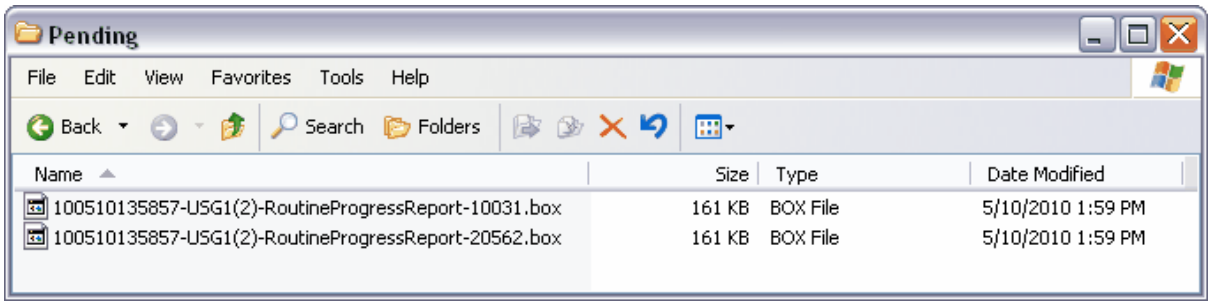

USG1(2)
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
Communications File Folder 4/23/2010 10:59 PM
Working File Folder 4/28/2010 3:04 PM
2 objects 0 bytes My Computer


Communications
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
Pending File Folder 5/10/2010 1:59 PM
100406003126-USG1(2)-EndofSemesterReport-01100.pdf 62 KB PDF File 4/6/2010 12:31 AM
100406003126-USG1(2)-EndofSemesterReport-01100-EMailCover.pdf 36 KB PDF File 4/6/2010 12:31 AM
100510135857-USG1(2)-RoutineProgressReport-01100.pdf 51 KB PDF File 5/10/2010 1:59 PM
100510135857-USG1(2)-RoutineProgressReport-01100-EMailCover.pdf 36 KB PDF File 5/10/2010 1:59 PM
USG1(2)-2009-S1T1-AutoEMailLog.txt 2 KB Text Document 5/10/2010 2:01 PM

Communications that have been created but not yet sent are stored in the **Pending folder**:


Pending
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
100510135857-USG1(2)-RoutineProgressReport-10031.box 161 KB BOX File 5/10/2010 1:59 PM
100510135857-USG1(2)-RoutineProgressReport-20562.box 161 KB BOX File 5/10/2010 1:59 PM

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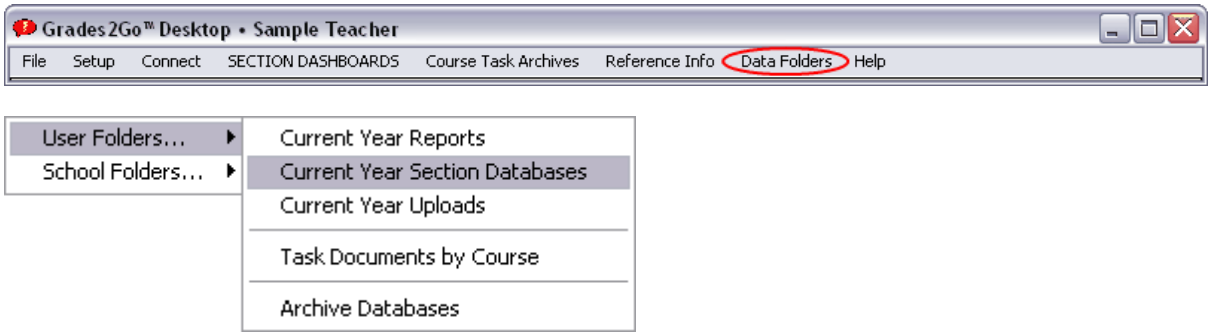
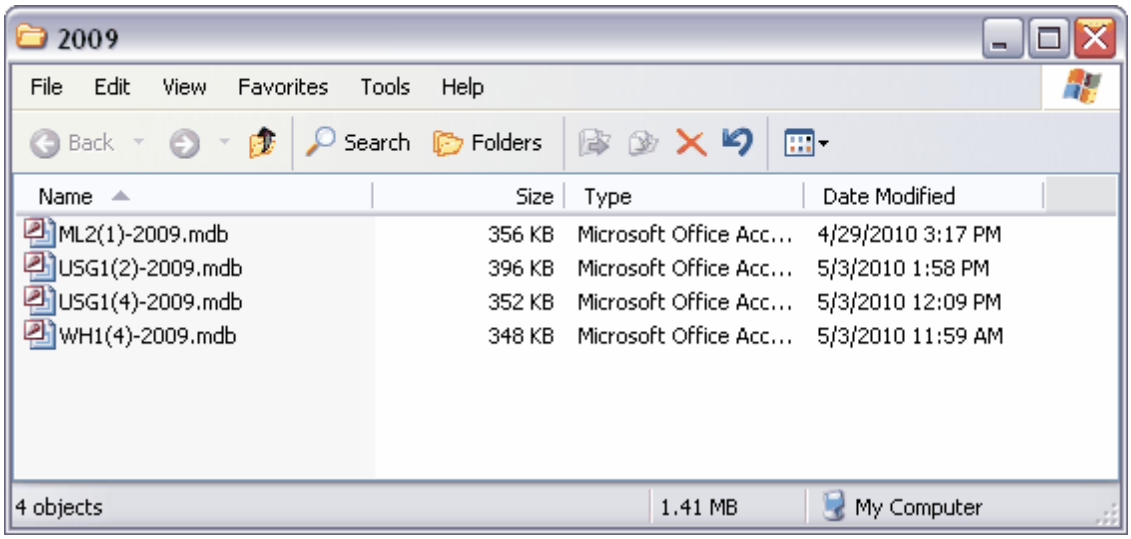
5.4.7.1.2 Current Year Section Databases


Grades2Go™ Desktop • Sample Teacher
File Setup Connect SECTION DASHBOARDS Course Task Archives Reference Info Data Folders Help
User Folders...
School Folders...
Current Year Reports
Current Year Section Databases
Current Year Uploads
Task Documents by Course
Archive Databases

Current Year Section Databases lists the main data files for the Sections taught in the currently selected year:

Screenshot


2009
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
ML2(1)-2009.mdb 356 KB Microsoft Office Acc... 4/29/2010 3:17 PM
USG1(2)-2009.mdb 396 KB Microsoft Office Acc... 5/3/2010 1:58 PM
USG1(4)-2009.mdb 352 KB Microsoft Office Acc... 5/3/2010 12:09 PM
WH1(4)-2009.mdb 348 KB Microsoft Office Acc... 5/3/2010 11:59 AM
4 objects
1.41 MB
My Computer

5.4.7.1.3 Current Year Uploads

Grades2Go™ Desktop • Sample Teacher
File Setup Connect SECTION DASHBOARDS Course Task Archives Reference Info Data Folders Help

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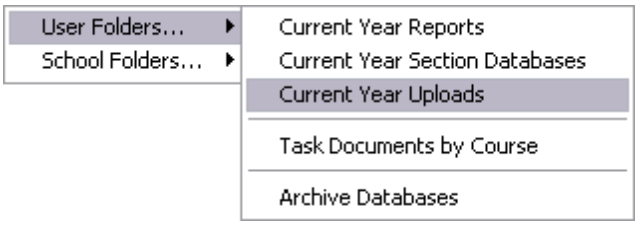
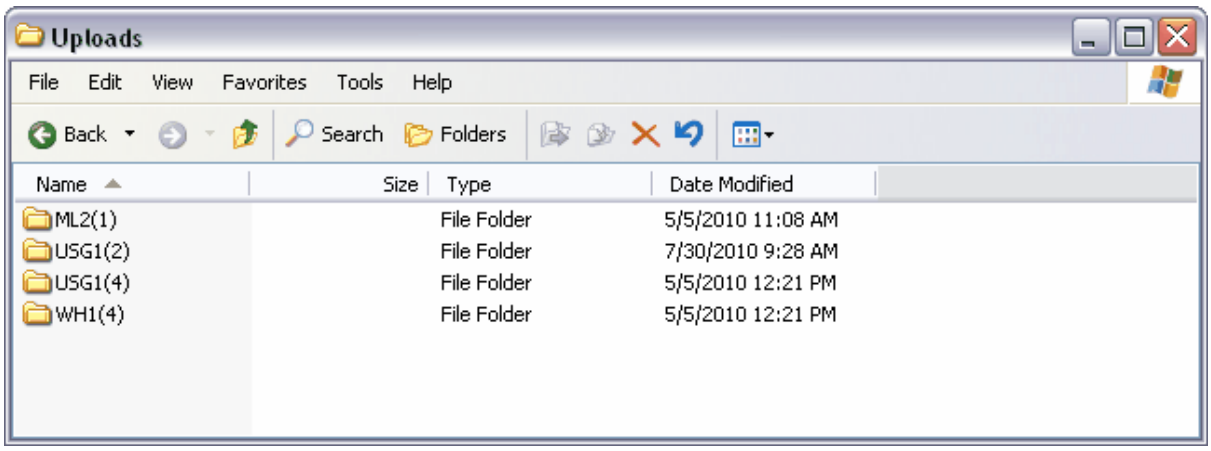
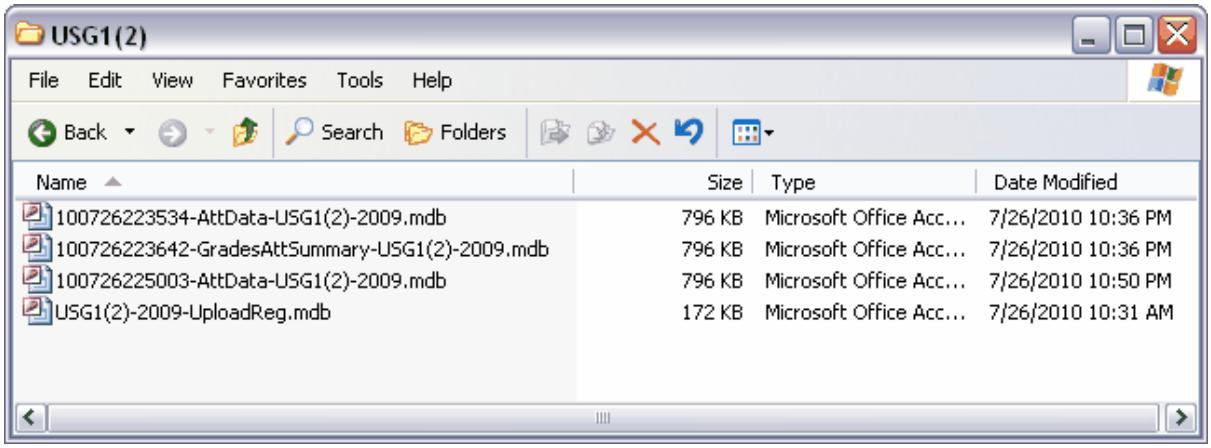


Current Year Uploads lists **Section folders** for all Upload data files created for a classroom Section. These files could have been created manually via **Create Attendance Data File** 237 or **Create Grades and Attendance Summary File** 237, or automatically via the Section Dashboard's **Connect** 238 menu. These screenshots show typical contents of this folder and its subfolders.

Screenshots


Uploads
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
ML2(1) File Folder 5/5/2010 11:08 AM
USG1(2) File Folder 7/30/2010 9:28 AM
USG1(4) File Folder 5/5/2010 12:21 PM
WH1(4) File Folder 5/5/2010 12:21 PM


USG1(2)
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
100726223534-AttData-USG1(2)-2009.mdb 796 KB Microsoft Office Acc... 7/26/2010 10:36 PM
100726223642-GradesAttSummary-USG1(2)-2009.mdb 796 KB Microsoft Office Acc... 7/26/2010 10:36 PM
100726225003-AttData-USG1(2)-2009.mdb 796 KB Microsoft Office Acc... 7/26/2010 10:50 PM
USG1(2)-2009-UploadReg.mdb 172 KB Microsoft Office Acc... 7/26/2010 10:31 AM

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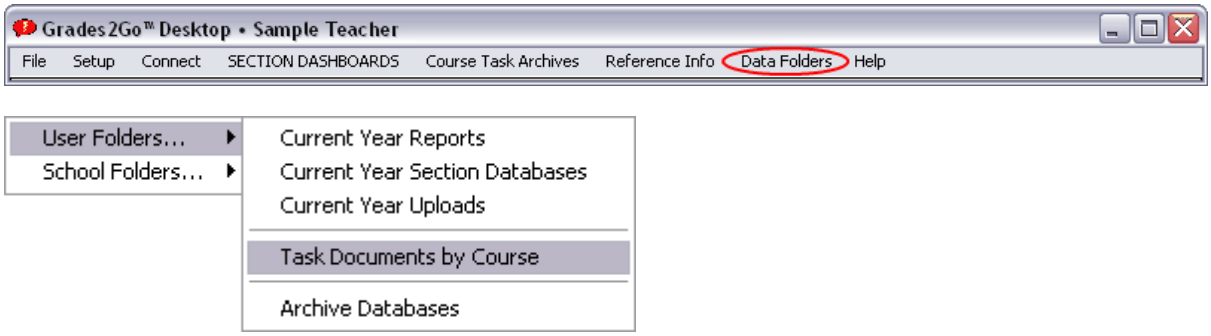
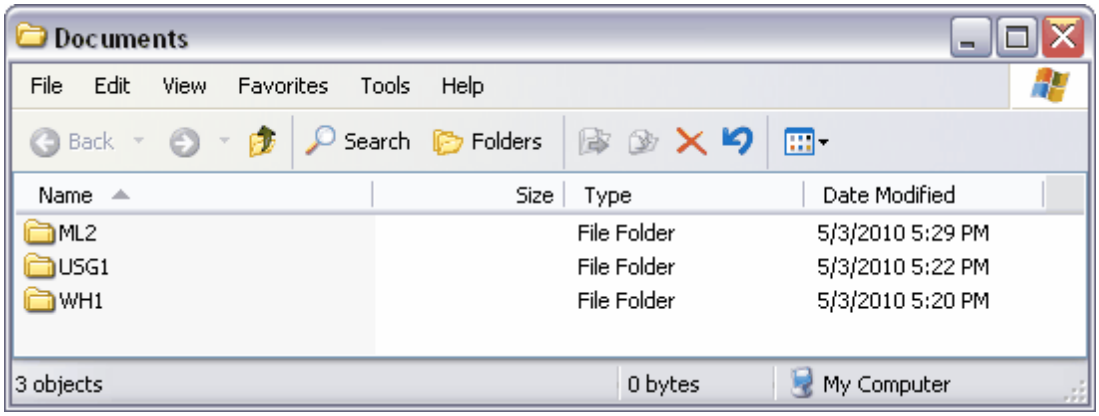
5.4.7.1.3.1 Task Documents by Course


Grades2Go™ Desktop • Sample Teacher
File Setup Connect SECTION DASHBOARDS Course Task Archives Reference Info Data Folders Help
User Folders...
School Folders...
Current Year Reports
Current Year Section Databases
Current Year Uploads
Task Documents by Course
Archive Databases

Task Documents by Course shows **Course folders** for all courses taught to date (even in previous years). Each of these subfolders contains all documents associated with **Archive Tasks** (master documents) as well as **Section Tasks** (current use documents) for individual years and Sections. These screenshots show typical contents of this folder and its subfolders.

Screenshots


Documents
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
ML2 File Folder 5/3/2010 5:29 PM
USG1 File Folder 5/3/2010 5:22 PM
WH1 File Folder 5/3/2010 5:20 PM
3 objects 0 bytes My Computer

Each **Course folder** contains a **Masters folder** for master documents and a **Year folder** for any number of school years:

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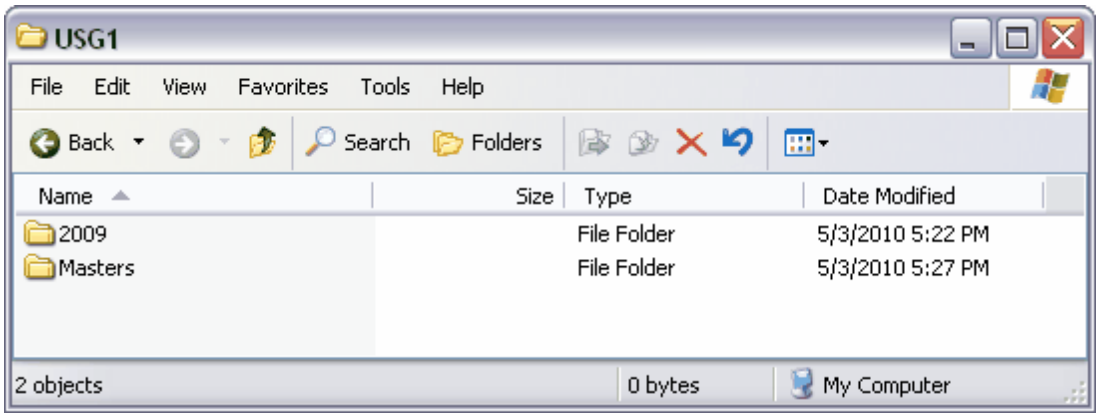
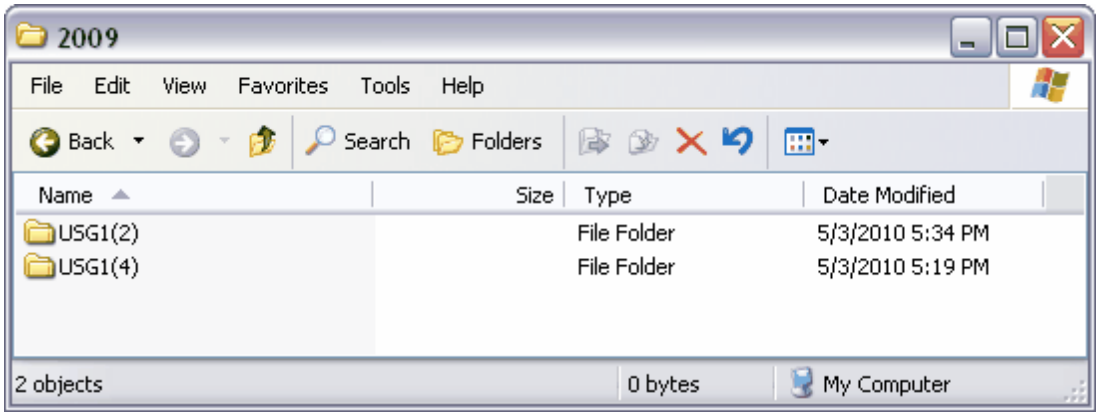
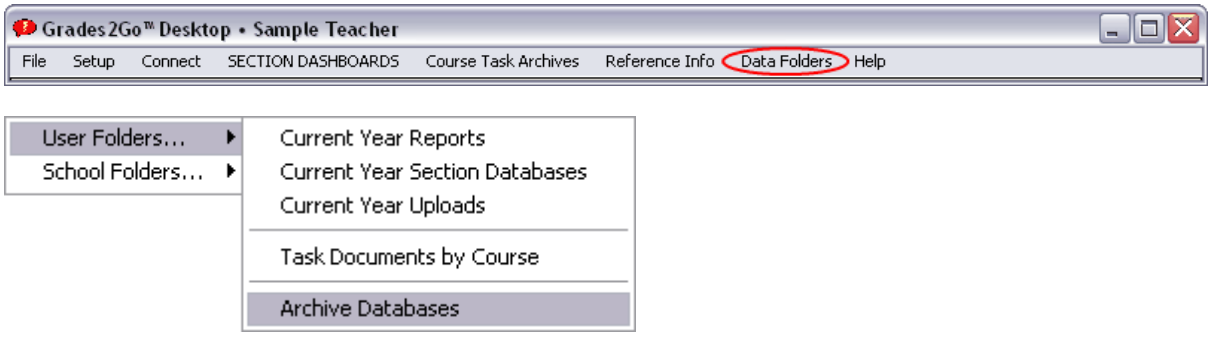

USG1
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
2009 File Folder 5/3/2010 5:22 PM
Masters File Folder 5/3/2010 5:27 PM
2 objects 0 bytes My Computer

Each **Year folder** contains **Section folders** for each section of the course taught in the year. These store the current use documents:


2009
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
USG1(2) File Folder 5/3/2010 5:34 PM
USG1(4) File Folder 5/3/2010 5:19 PM
2 objects 0 bytes My Computer

5.4.7.1.4 Archive Databases


Grades2Go™ Desktop • Sample Teacher
File Setup Connect SECTION DASHBOARDS Course Task Archives Reference Info Data Folders Help
User Folders...
School Folders...
Current Year Reports
Current Year Section Databases
Current Year Uploads
Task Documents by Course
Archive Databases

Archive Databases is a folder containing the Current User's cumulative reference library, backup

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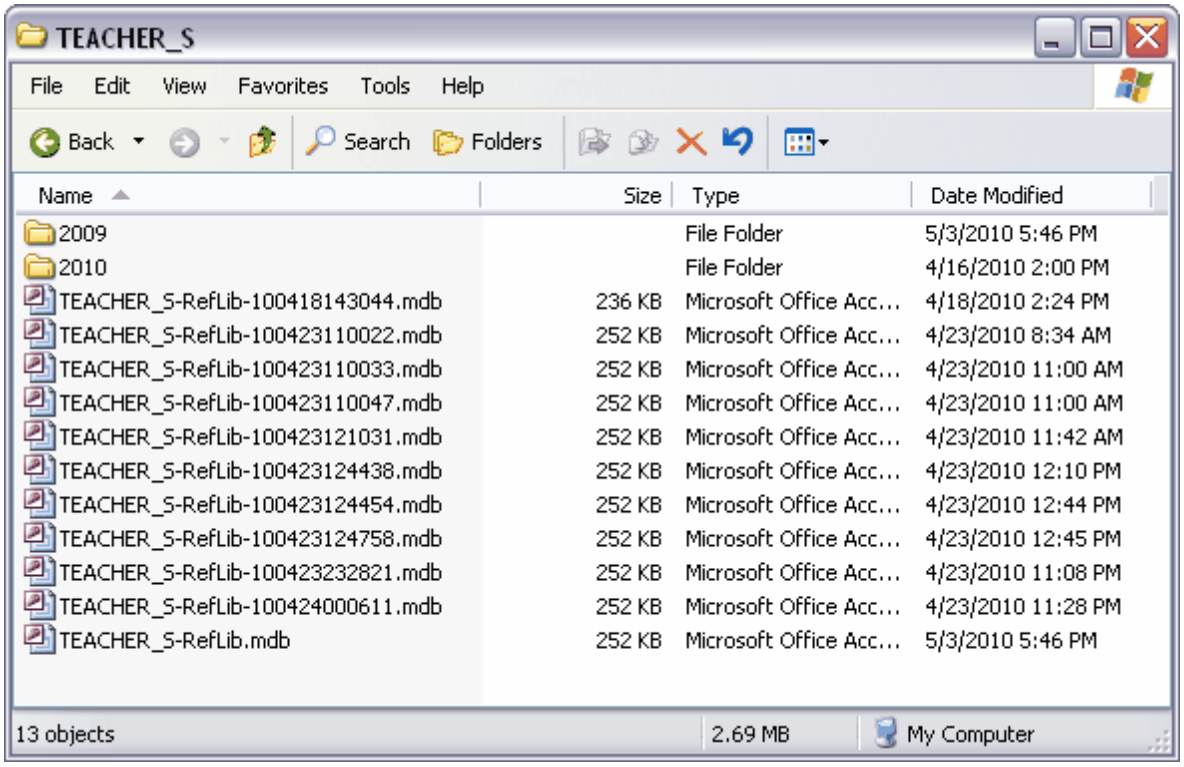
copies of the reference library, and **Year folders** containing year-specific program control files:

Screenshot


TEACHER_S
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
2009 File Folder 5/3/2010 5:46 PM
2010 File Folder 4/16/2010 2:00 PM
TEACHER_S-RefLib-100418143044.mdb 236 KB Microsoft Office Acc... 4/18/2010 2:24 PM
TEACHER_S-RefLib-100423110022.mdb 252 KB Microsoft Office Acc... 4/23/2010 8:34 AM
TEACHER_S-RefLib-100423110033.mdb 252 KB Microsoft Office Acc... 4/23/2010 11:00 AM
TEACHER_S-RefLib-100423110047.mdb 252 KB Microsoft Office Acc... 4/23/2010 11:00 AM
TEACHER_S-RefLib-100423121031.mdb 252 KB Microsoft Office Acc... 4/23/2010 11:42 AM
TEACHER_S-RefLib-100423124438.mdb 252 KB Microsoft Office Acc... 4/23/2010 12:10 PM
TEACHER_S-RefLib-100423124454.mdb 252 KB Microsoft Office Acc... 4/23/2010 12:44 PM
TEACHER_S-RefLib-100423124758.mdb 252 KB Microsoft Office Acc... 4/23/2010 12:45 PM
TEACHER_S-RefLib-100423232821.mdb 252 KB Microsoft Office Acc... 4/23/2010 11:08 PM
TEACHER_S-RefLib-100424000611.mdb 252 KB Microsoft Office Acc... 4/23/2010 11:28 PM
TEACHER_S-RefLib.mdb 252 KB Microsoft Office Acc... 5/3/2010 5:46 PM
13 objects
2.69 MB
My Computer

The file with the format `[TEACHER]-RefLib.mdb` is the Teacher's main reference library database. Because of its importance, a backup of the existing file is automatically created whenever any change is made to the file. Backups are named `[TEACHER]-RefLib-[TIMECODE].mdb`, where `[TIMECODE]` represents the moment in time that the backup was created.

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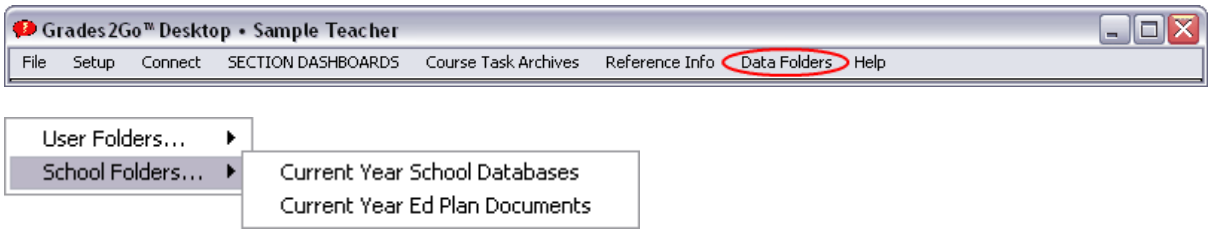
Timecodes

You will notice that many Grades2Go™ reports are automatically numbered with a 12-digit code somewhere in the file name. The code indicates the exact time (time stamp) at which the report was generated. It also simplifies saving of multiple reports with similar file names.

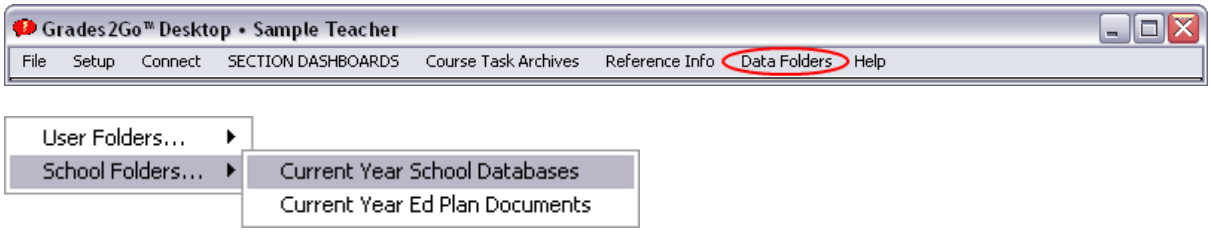
Digits (L to R)	Value
1-2	year
3-4	month
5-6	day
7-8	hour
9-10	minute
11-12	second

5.4.7.2 School Folders



School Folders is a collection of shortcuts to folders containing documents and data created or controlled by the School. Each uses Windows Explorer to display the folder contents.

5.4.7.2.1 Current Year School Databases



Current Year School Databases lists the school-specific data files created via the **Year Setup**

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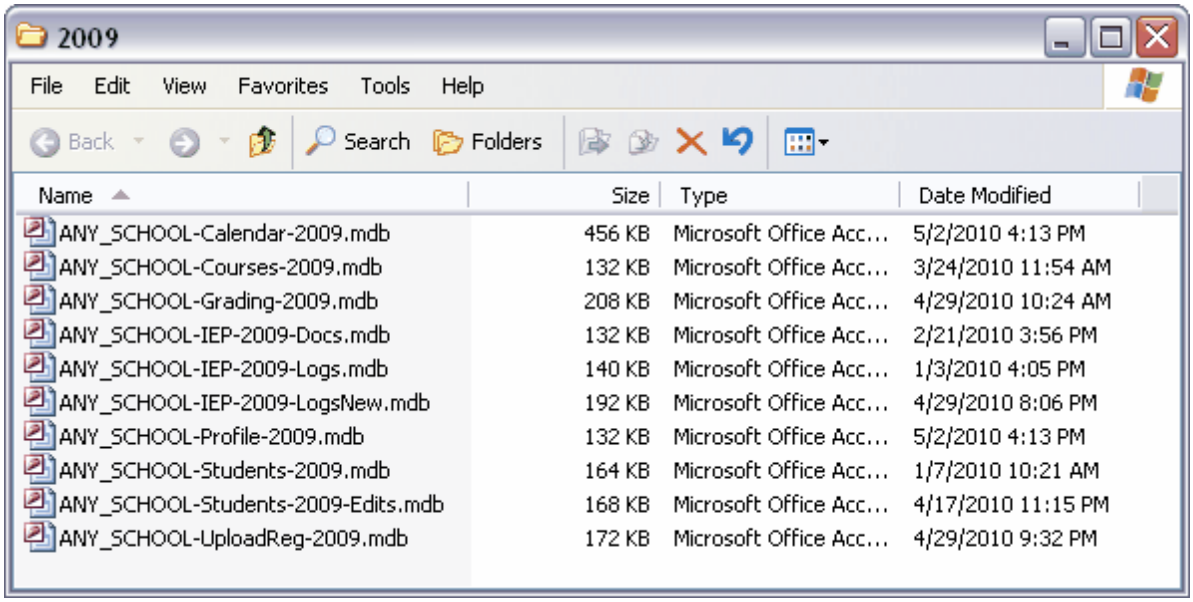
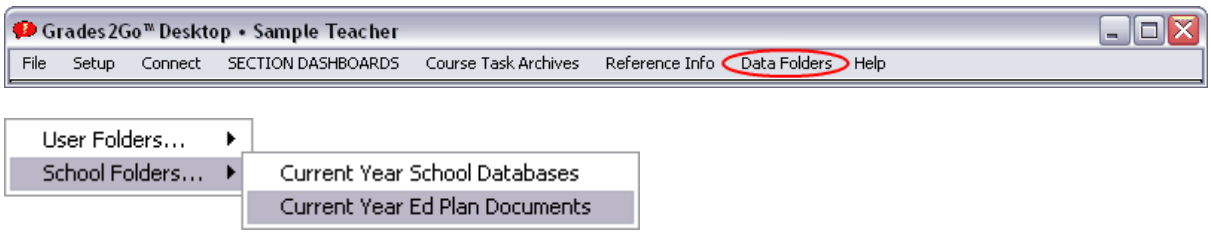
Wizard 177 (or hosted on a school's server). Once created, these files may be shared by all Grades2Go™ Users at the same school:

Screenshot

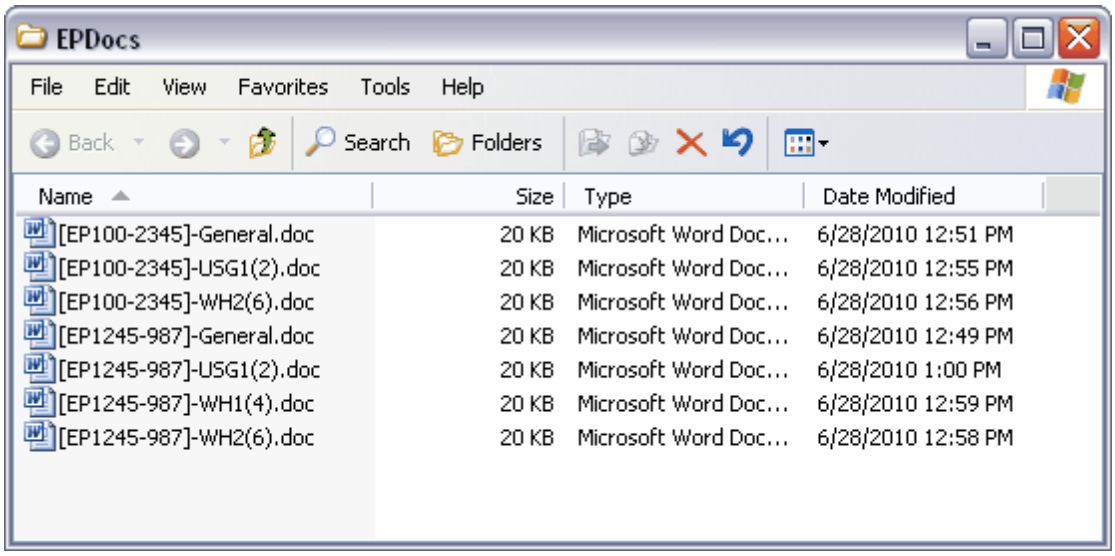

2009
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
ANY_SCHOOL-Calendar-2009.mdb 456 KB Microsoft Office Acc... 5/2/2010 4:13 PM
ANY_SCHOOL-Courses-2009.mdb 132 KB Microsoft Office Acc... 3/24/2010 11:54 AM
ANY_SCHOOL-Grading-2009.mdb 208 KB Microsoft Office Acc... 4/29/2010 10:24 AM
ANY_SCHOOL-IEP-2009-Docs.mdb 132 KB Microsoft Office Acc... 2/21/2010 3:56 PM
ANY_SCHOOL-IEP-2009-Logs.mdb 140 KB Microsoft Office Acc... 1/3/2010 4:05 PM
ANY_SCHOOL-IEP-2009-LogsNew.mdb 192 KB Microsoft Office Acc... 4/29/2010 8:06 PM
ANY_SCHOOL-Profile-2009.mdb 132 KB Microsoft Office Acc... 5/2/2010 4:13 PM
ANY_SCHOOL-Students-2009.mdb 164 KB Microsoft Office Acc... 1/7/2010 10:21 AM
ANY_SCHOOL-Students-2009-Edits.mdb 168 KB Microsoft Office Acc... 4/17/2010 11:15 PM
ANY_SCHOOL-UploadReg-2009.mdb 172 KB Microsoft Office Acc... 4/29/2010 9:32 PM

5.4.7.2.2 Current Year Education Plan Documents

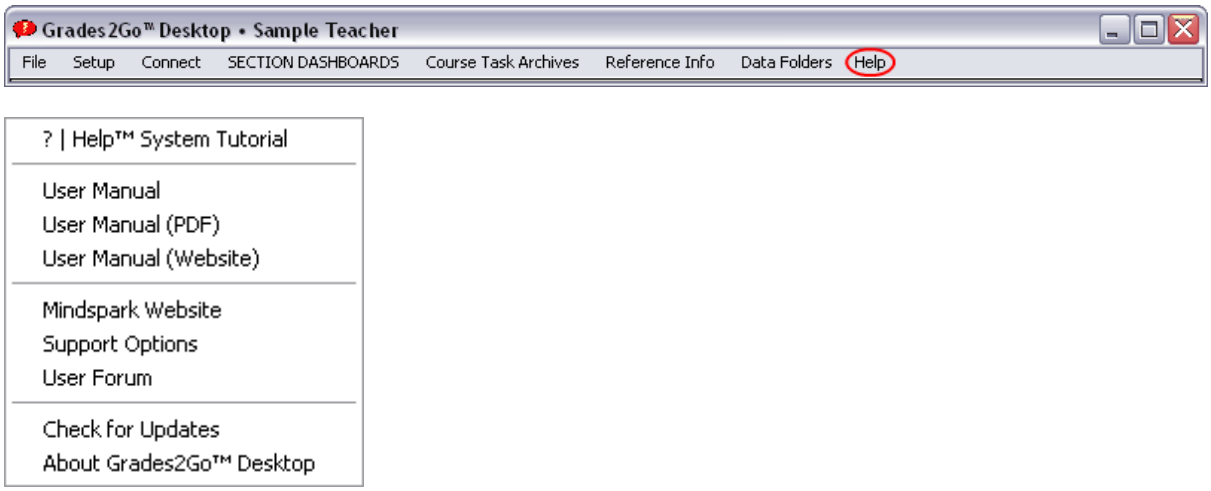

Grades2Go™ Desktop • Sample Teacher
File Setup Connect SECTION DASHBOARDS Course Task Archives Reference Info Data Folders Help
User Folders...
School Folders...
Current Year School Databases
Current Year Ed Plan Documents

Current Year Education Plan Documents lists all of the actual Student Education Plan Documents for a school (or at the least, the documents for those EP Students the User teaches). After being linked via **Student Education Plan Documents** 136, they are easily accessed via the **EP Docs Button** on the **Student Information** 131 form.

Screenshot


EPDocs
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
[EP100-2345]-General.doc 20 KB Microsoft Word Doc... 6/28/2010 12:51 PM
[EP100-2345]-USG1(2).doc 20 KB Microsoft Word Doc... 6/28/2010 12:55 PM
[EP100-2345]-WH2(6).doc 20 KB Microsoft Word Doc... 6/28/2010 12:56 PM
[EP1245-987]-General.doc 20 KB Microsoft Word Doc... 6/28/2010 12:49 PM
[EP1245-987]-USG1(2).doc 20 KB Microsoft Word Doc... 6/28/2010 1:00 PM
[EP1245-987]-WH1(4).doc 20 KB Microsoft Word Doc... 6/28/2010 12:59 PM
[EP1245-987]-WH2(6).doc 20 KB Microsoft Word Doc... 6/28/2010 12:58 PM

5.4.8 Help



Help is a collection of commands that link to resources designed to help the Grades2Go™ user. Commands to enable checking of program updates and to display/suppress startup screens are also included. All are described in the following topics.

5.4.8.1 ? | Help™ System Tutorial

Grades2Go™ Desktop • Sample Teacher
File Setup Connect SECTION DASHBOARDS Course Task Archives Reference Info Data Folders Help

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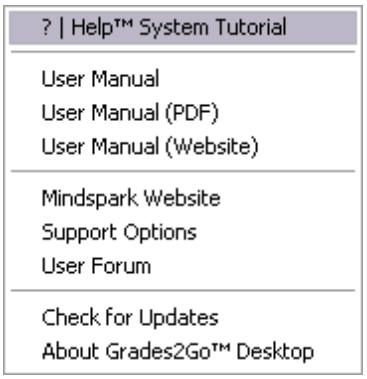
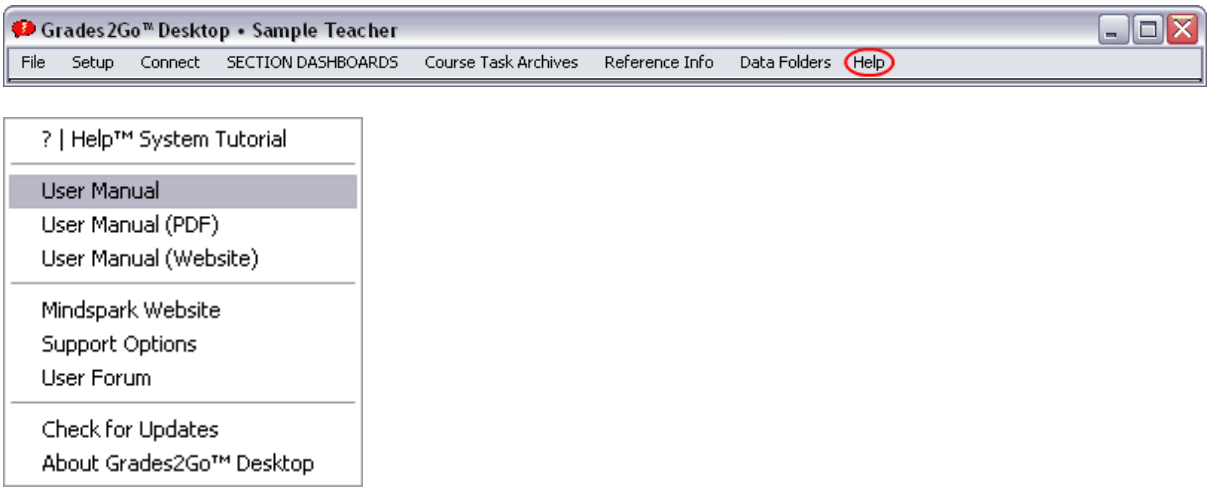


? | Help™ System Tutorial opens a window demonstrating Mindspark's Help™ system. It is explained as a separate topic under **Basic Setup** 23.

5.4.8.2 User Manual



User Manual opens the local copy of the Grades2Go™ User Manual.

5.4.8.3 User Manual (PDF)

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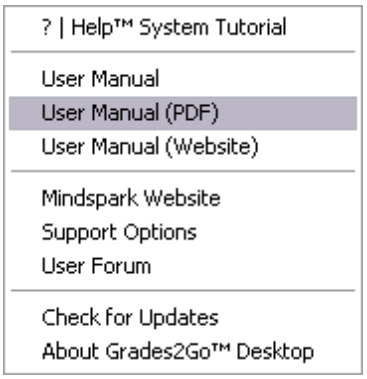
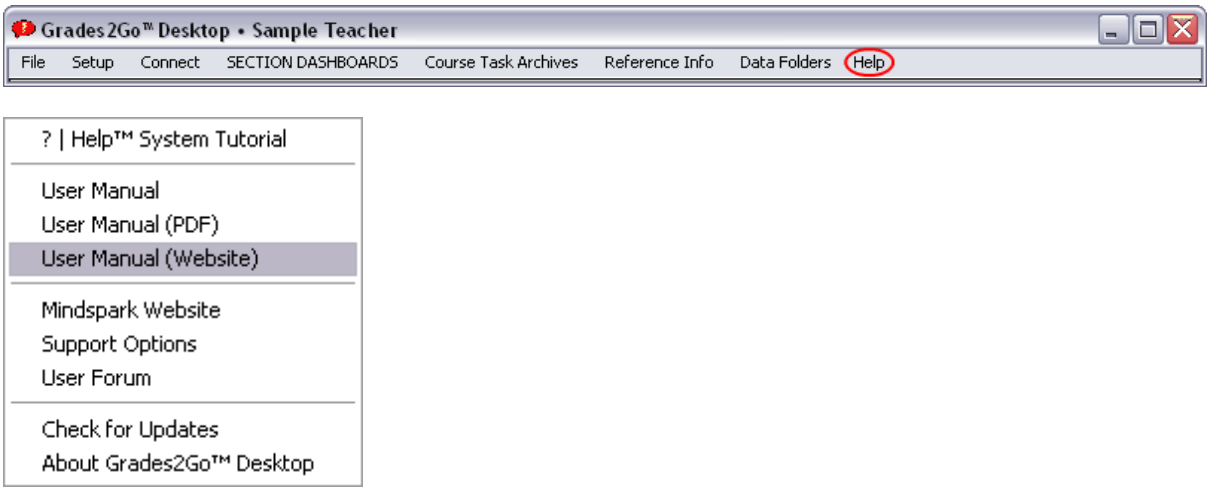


User Manual (PDF) opens a PDF version of the Grades2Go™ User Manual.

5.4.8.4 User Manual (Website)



User Manual (Website) opens your browser to the web-based copy of the Grades2Go™ User Manual on Mindspark's website.

5.4.8.5 Mindspark Website

Grades2Go™ Desktop • Sample Teacher
File Setup Connect SECTION DASHBOARDS Course Task Archives Reference Info Data Folders Help

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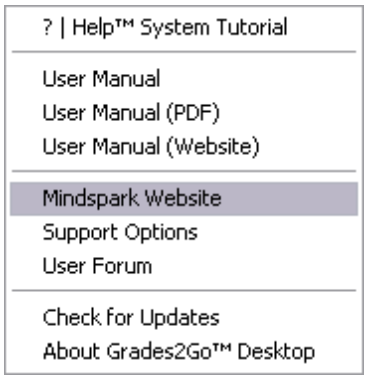
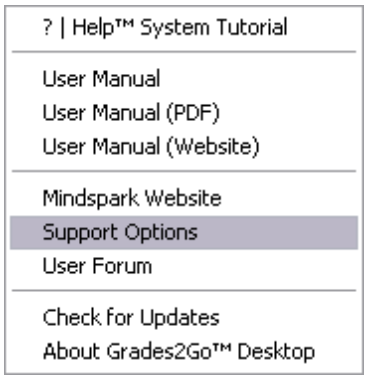


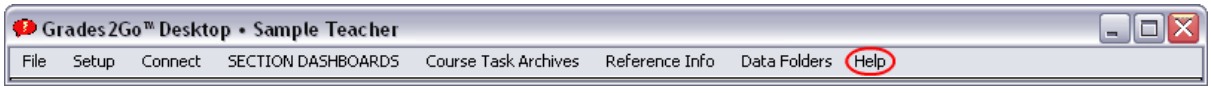
Mindspark Website opens your browser to Mindspark's website at http://mindsparkinc.com.

5.4.8.6 Support Options



Support Options opens your browser to Grades2Go™ support information on Mindspark's website.

5.4.8.7 User Forum



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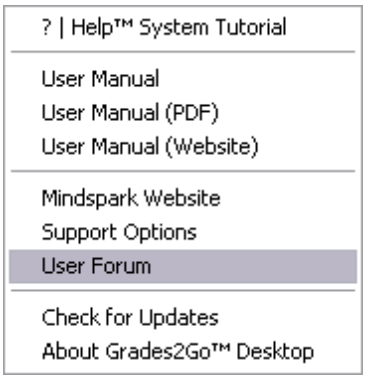
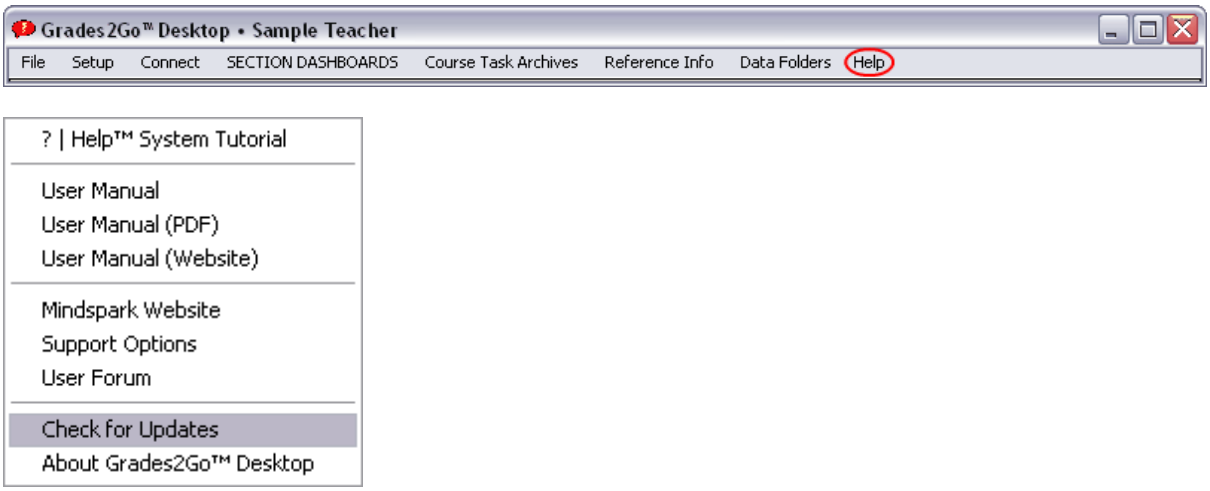


User Forum opens your browser to the online Grades2Go™ User Forum.

5.4.8.8 Check for Updates



Check for Updates automatically connects to Mindspark's server and checks the most recent version of Grades2Go™ Desktop. If a more recent version is available, it can be immediately downloaded via the **Download Now** button.

Screenshot

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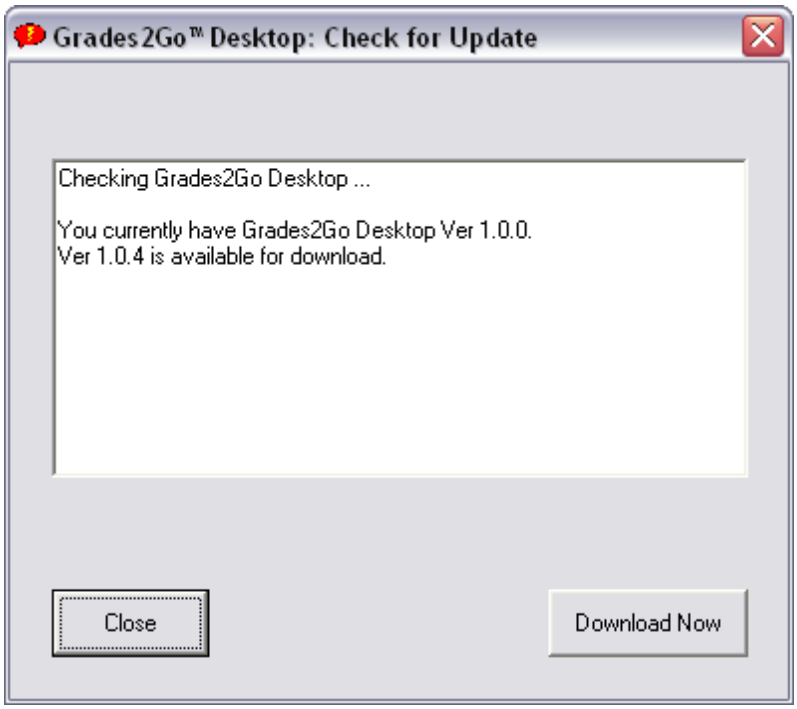
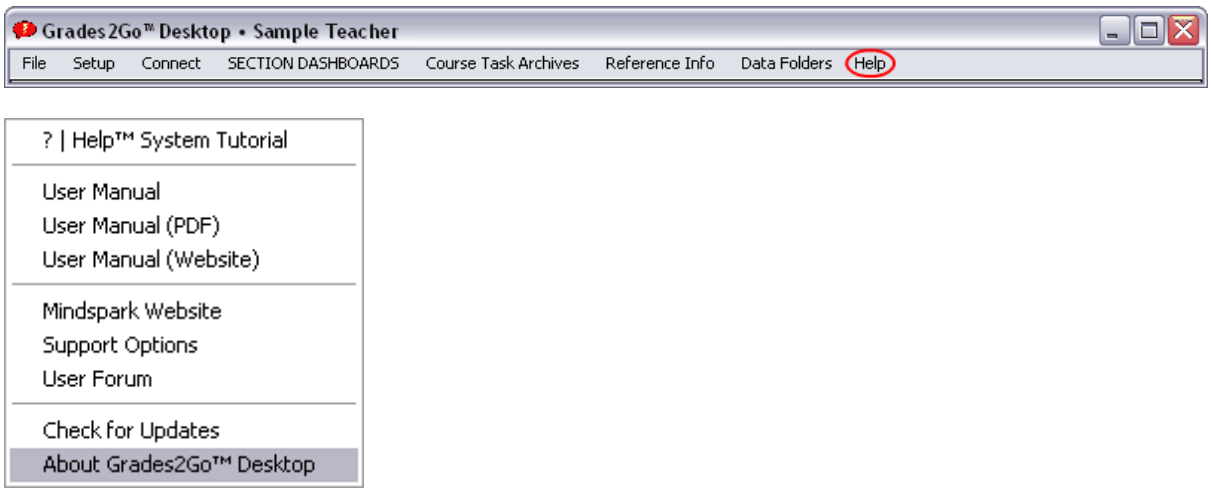

Grades2Go™ Desktop: Check for Update
Checking Grades2Go Desktop ...
You currently have Grades2Go Desktop Ver 1.0.0.
Ver 1.0.4 is available for download.
Close
Download Now

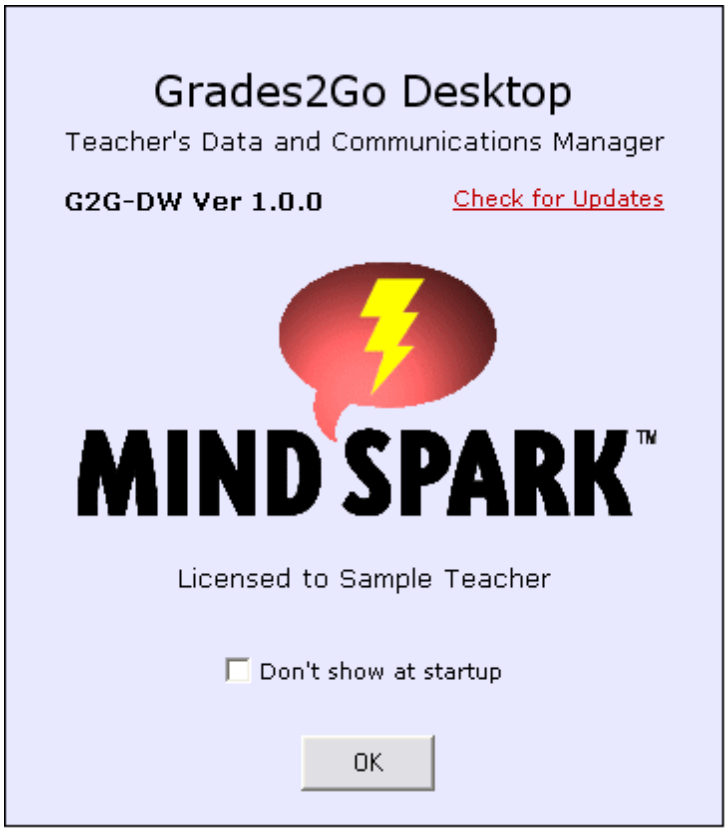
(Reference to **Ver 1.0.4** is for illustrative purposes only)

5.4.8.9 About Grades2Go™ Desktop



About Grades2Go™ Desktop opens the following animated window:

Screenshot



Controls

Control	Function
Product/Version	product code and version number
Check for Updates Link	clicking opens **Check for Updates** 230 and automatically connects to Mindspark's server
Licensee Name	the Current User; "(Limited Op)" appended if Activation Code missing or invalid
Startup Checkbox	legend is **Show at startup** or **Don't show at startup** depending on whether this window shows at startup or not; check to make new selection (see **Startup Windows** 79 to see how this affects **Intro** screens); startup is also configurable in **User Preferences** 87
for instant Help!	a reminder that context-sensitive Help is easily available by pushing any **Help Mode** 82 button

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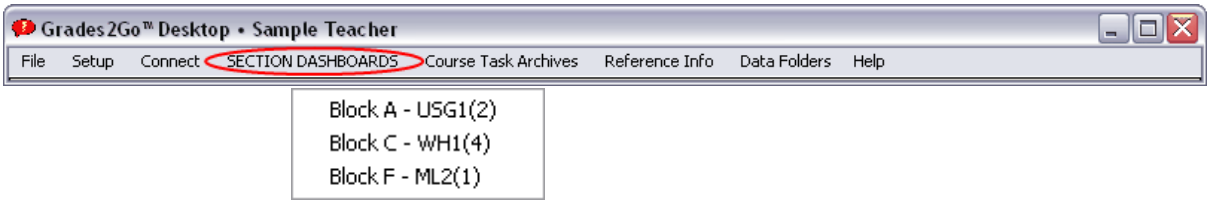
5.5 SECTION DASHBOARDS

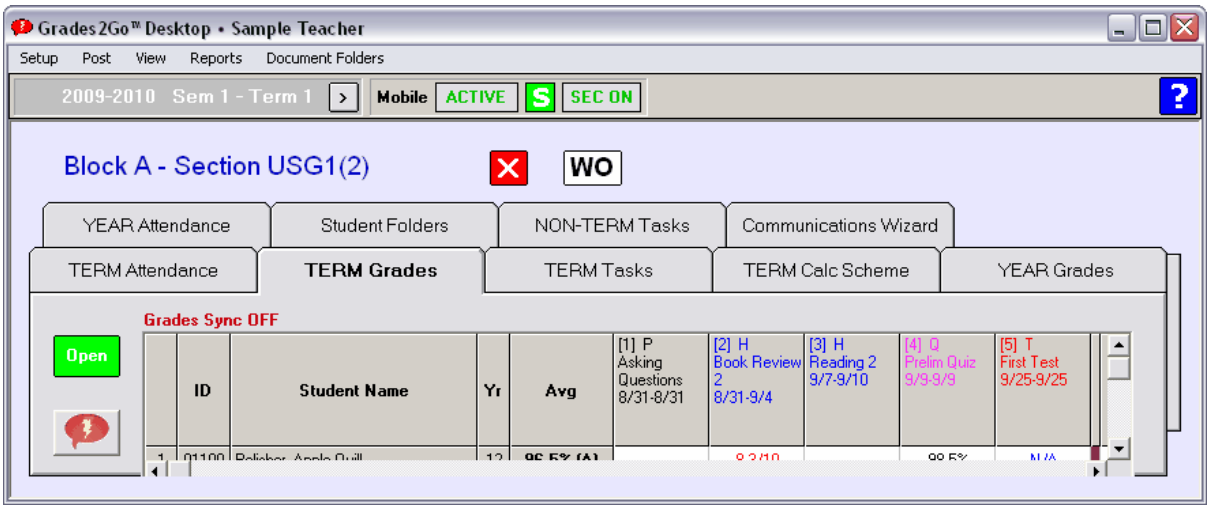


SECTION DASHBOARDS is one of the **Main Menu** headings, giving access to data for the individual classroom Sections taught in the selected School Year.

Each **Dashboard** consists of nine tabs. Eight display various types of data specific to a Section (TERM Tasks, TERM Grades, TERM Attendance, TERM Calculation Scheme, NON-TERM Tasks, YEAR Grades, YEAR Attendance, Student Info/Progress). A ninth tab, the Communications Wizard, enables rapid generation and distribution of student data for periodic progress reports, term end reports, etc.

Here is a typical Dashboard display (non-maximized window shown):

Screenshot



When a **Dashboard** is selected, the **Main Menu** is replaced by a special **Dashboard Menu**, which is covered in the next topic. The rest of the topics in **SECTION DASHBOARDS** cover the individual tab selections.

5.5.1 Menu Selections

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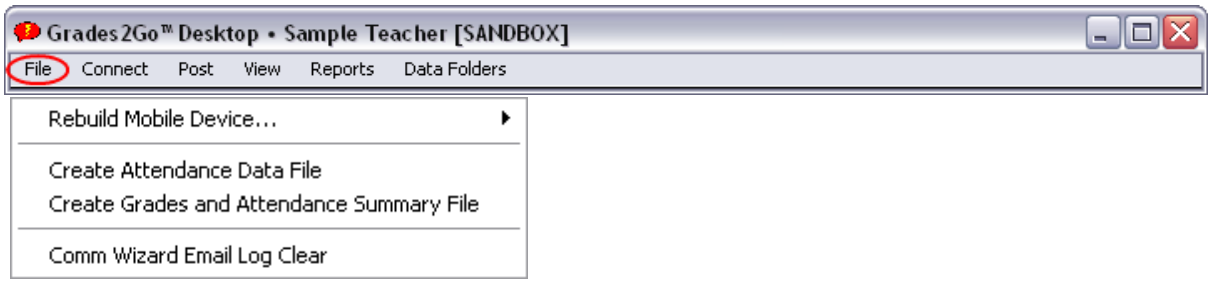
Dashboard Menu Selections replace the usual **Main Menu** selections whenever a **SECTION DASHBOARD** is opened from the **Main Menu**. Each of these selections is covered in a separate topic.

Selection	Description	Link
File	a collection of Mobile device and Section file tools	more >> 234
Connect	Section data upload commands, visible only if program is set up to interact with data hosted on a school server	more >> 238
Post	a tool allowing posting (locking) of individual terms, semesters and the year	more >> 241
View	a tool allowing quick viewing of any term, the Active Term, and dropped students (if any)	more >> 245
Reports	tools allowing quick creation of a class directory, labels, and a report of Section Communications	more >> 246
Data Folders	quick shortcuts directly to folders containing Course and Section data files (displays via **Windows Explorer**)	more >> 252

5.5.1.1 File



File is a collection of Mobile device and Section file tools

5.5.1.1.1 Rebuild Mobile Device

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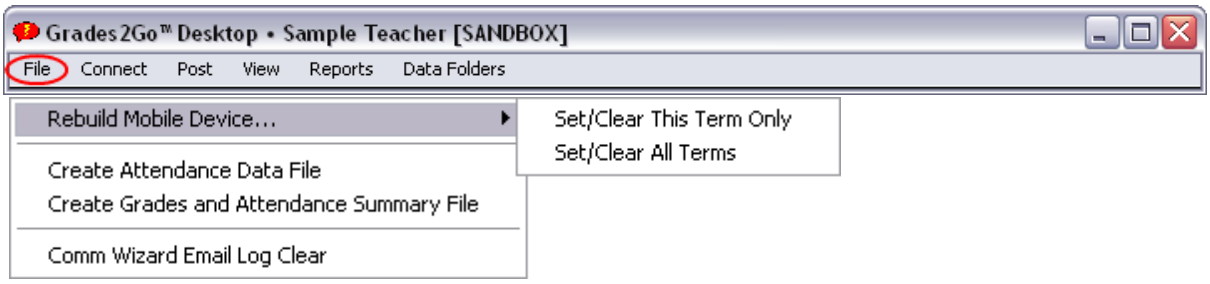
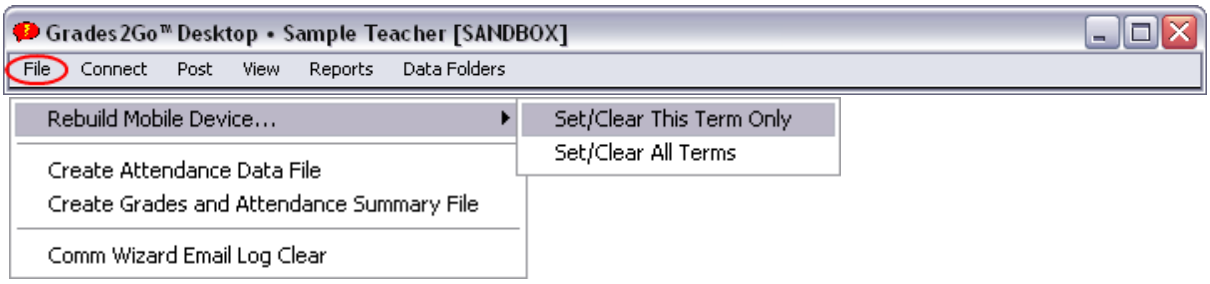


Rebuild Mobile Device forces a total rewriting of mobile device Grades2Go™ databases for the currently viewed Section in the next synchronization session (or **Clears** if already **Set**). If **Set**, the menu entry is preceded by a check mark.

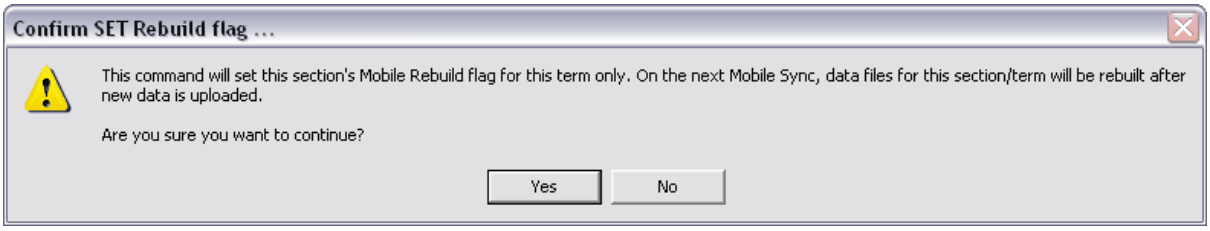
Master Rebuild ...

Rebuilds aren't limited to individual Section commands. A Master Rebuild also exists, for all Sections and Terms at once. See **Main Menu > Setup > Mobile Device > Set/Clear Master Rebuild** 171.

5.5.1.1.1.1 Set/Clear This Term Only



Set/Clear This Term Only forces a total rewriting of mobile device Grades2Go™ databases, for the currently viewed Section and Term only, in the next synchronization session (or **Clears** if already **Set**). If **Set**, the menu entry is preceded by a check mark. Action occurs after the relevant confirmation message:


Confirm SET Rebuild flag ...
This command will set this section's Mobile Rebuild flag for this term only. On the next Mobile Sync, data files for this section/term will be rebuilt after new data is uploaded.
Are you sure you want to continue?
Yes
No

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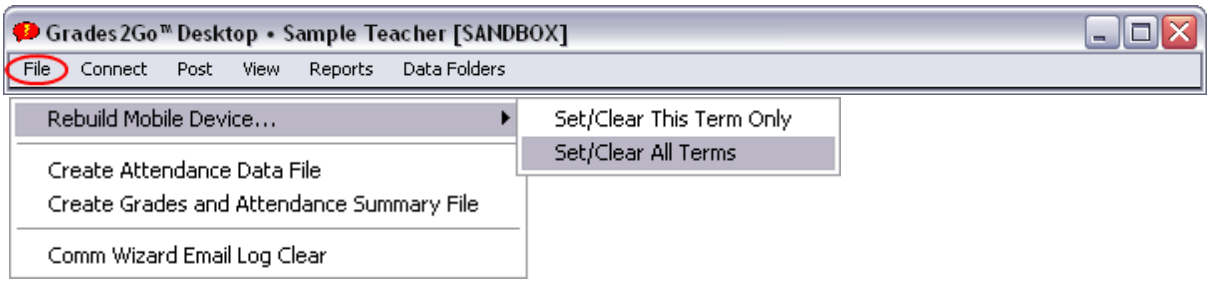
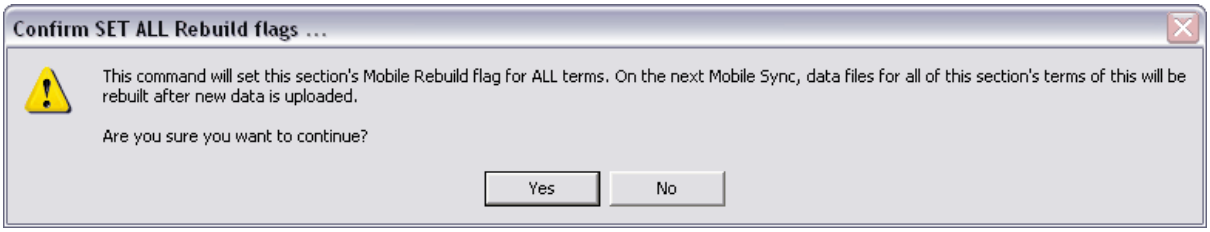
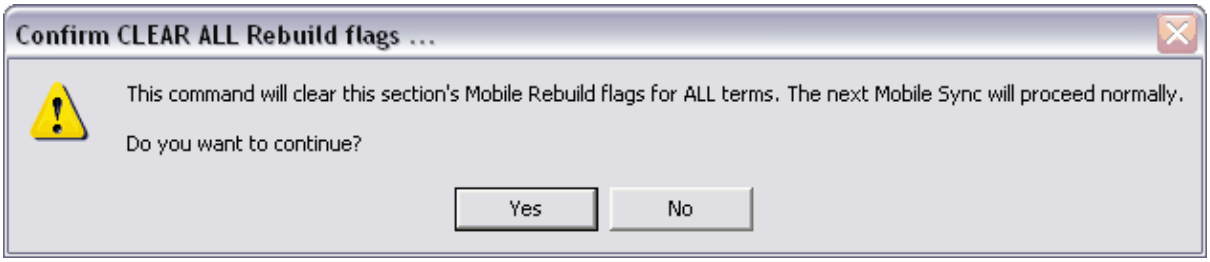
Confirm CLEAR Rebuild flag ...
This command will clear this section's Mobile Rebuild flag for this term only. The next Mobile Sync will proceed normally.
Do you want to continue?
Yes
No

5.5.1.1.1.2 Set/Clear All Terms



Set/Clear All Terms forces a total rewriting of mobile device Grades2Go™ databases, for all Terms of the currently viewed Section, in the next synchronization session (or **Clears** if already **Set**). If **Set**, the menu entry is preceded by a check mark. Action occurs after the relevant confirmation message:


Confirm SET ALL Rebuild flags ...
This command will set this section's Mobile Rebuild flag for ALL terms. On the next Mobile Sync, data files for all of this section's terms of this will be rebuilt after new data is uploaded.
Are you sure you want to continue?
Yes
No


Confirm CLEAR ALL Rebuild flags ...
This command will clear this section's Mobile Rebuild flags for ALL terms. The next Mobile Sync will proceed normally.
Do you want to continue?
Yes
No

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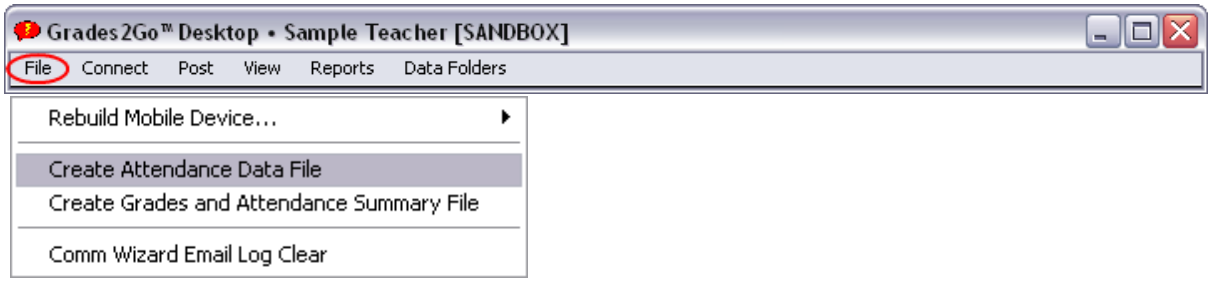
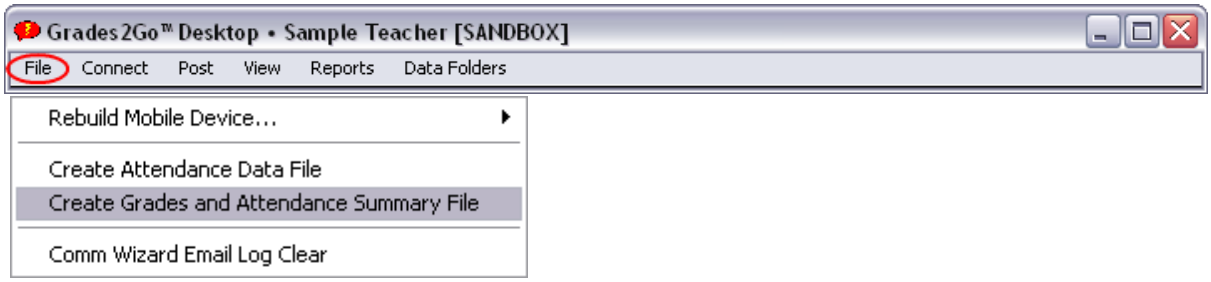
5.5.1.1.2 Create Attendance Data File



Create Attendance Data File creates an Access 2003 database file (.mdb) listing each attendance mark and attendance comment issued year-to-date via **TERM Attendance** 283. The file is placed in the **Uploads Files** 257 folder.

5.5.1.1.3 Create Grades and Attendance Summary File



Create Grades and Attendance Summary File creates an Access 2003 database file (.mdb) listing a complete year-to-date grades and attendance summary for each student, including comments for Non-Term Tasks and Term/Semester/Final grades. The file is placed in the **Uploads Files** 257 folder.

5.5.1.1.4 Communications Wizard Email Log Clear

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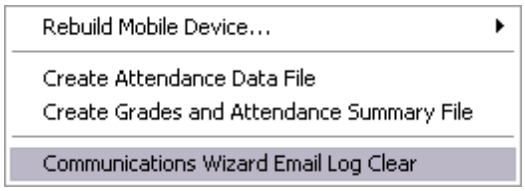
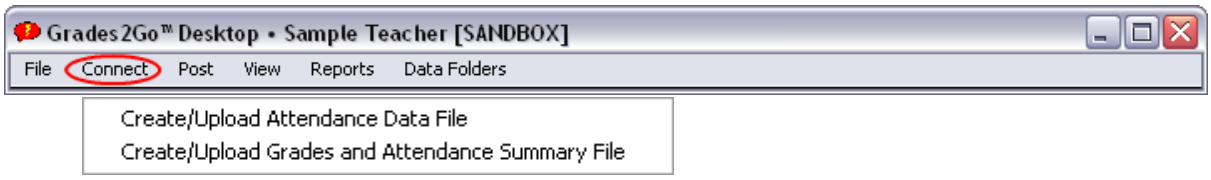

Rebuild Mobile Device...
Create Attendance Data File
Create Grades and Attendance Summary File
Communications Wizard Email Log Clear

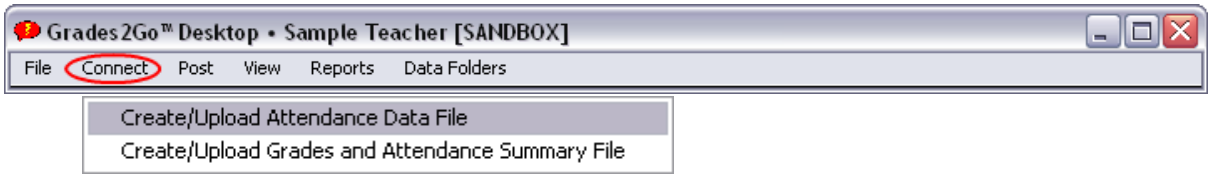
Communications Wizard Email Log Clear allows the contents of the **Communications Wizard Email Log** 361 for this Section and the currently viewed Term to be cleared, after a confirmation message. Since this Log is a simple text file, you might consider saving it under another name before clearing the accumulated information. The file can be found in the **Distributed Reports** 254 folder.

5.5.1.2 Connect



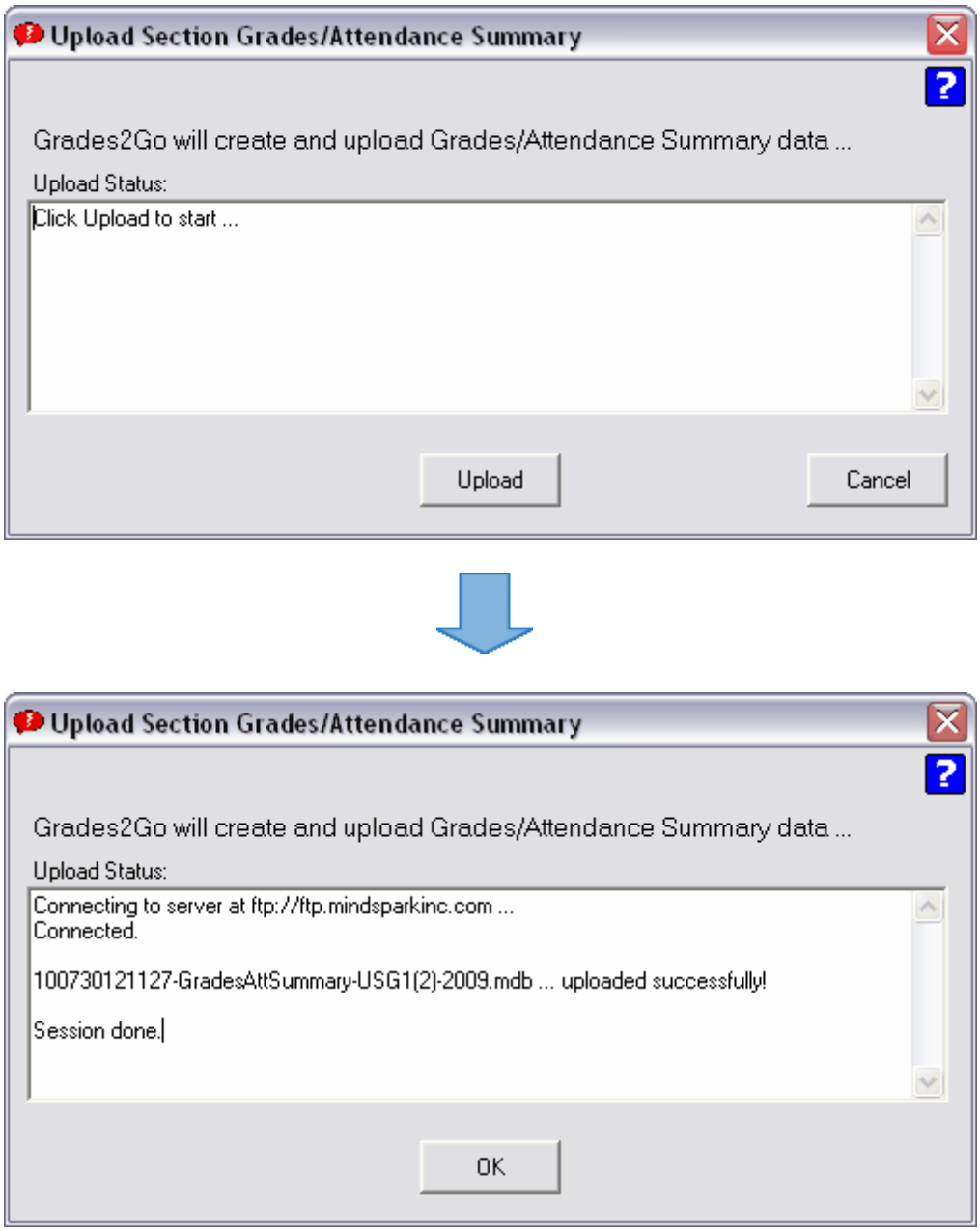
Connect is a set of Section data upload commands, visible only if Grades2Go™ is set up to interact with data hosted on a school server. These commands are used to transfer student attendance and grade data to the school's data processing center.

5.5.1.2.1 Create/Upload Attendance Data File



Create/Upload Attendance Data File creates an **Attendance Data File** 237, connects to the school server with the Current User's login information 156, and uploads the file to the server. A copy of the file is placed in the **Uploads Files** 257 folder. If **Sec Attend Rpts** is not checked in **School Profile** 100, this command is disabled (light text).

Screenshots



Note that uploaded file names are preceded by a 12-digit code. The code is a time stamp identifying the moment the file was created, coded as follows:

Digits (L to R)	Value
1-2	year
3-4	month
5-6	day
7-8	hour
9-10	minute

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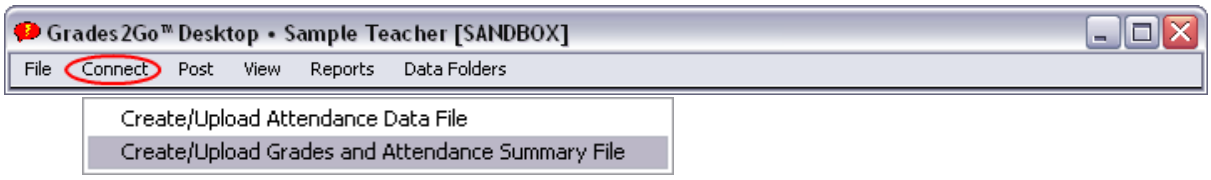
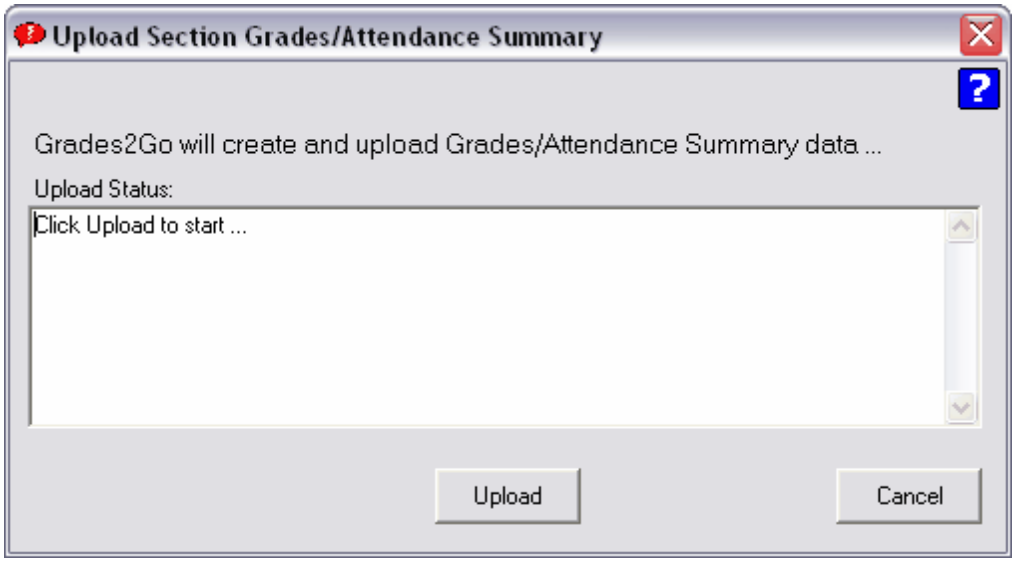
11-12 second

5.5.1.2.2 Create/Upload Grades and Attendance Summary File



Create/Upload Grades and Attendance Summary File creates a **Grades and Attendance Summary File** 237, connects to the school server with the Current User's login information 156, and uploads the file to the server. A copy of the file is placed in the **Uploads Files** 257 folder. If **Sec Grades Rpts** is not checked in **School Profile** 100, this command is disabled (light text).

Screenshots



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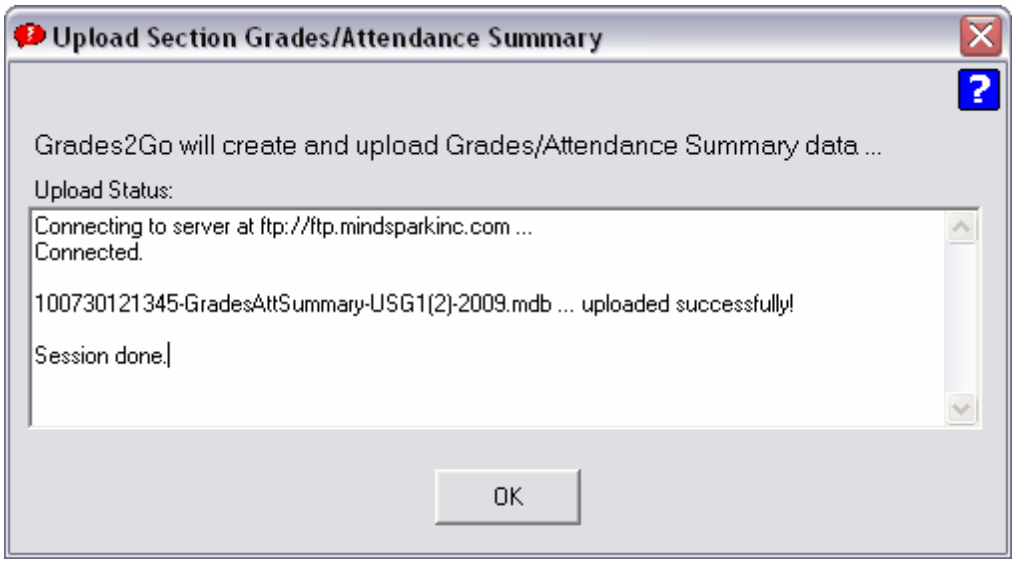
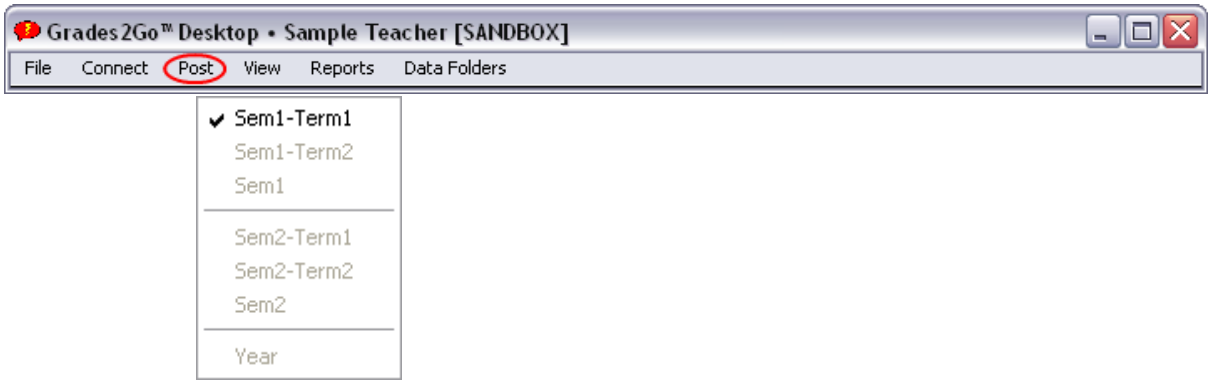


Note that uploaded files are preceded by a 12-digit code. The code is a time stamp identifying the moment the file was created, coded as follows:

Digits (L to R)	Value
1-2	year
3-4	month
5-6	day
7-8	hour
9-10	minute
11-12	second

5.5.1.3 Post



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Post initiates locking of Section data after it has been finalized for individual terms, semesters and the year as a whole. Unchecked items are still open and editable. Checked items have already been posted, with editing no longer possible. Posted items can always be **Unposted** (removing checkmarks), re-enabling data editing.

Posting and **Unposting** can only be accomplished if certain conditions have been met, as outlined here:

- A **Term** can be posted only if it is currently being viewed. The easiest way to view a Term is via the **Previous/Next Term Buttons** on the **Status Bar** 82. Alternatively, the Term can be changed via **View** 245 (the next topic) or **Main Menu > Setup > Default Year/Term** 98. If a Term is viewed, its menu selection is enabled.
- A **Semester** can be posted only if both of its **Terms** have already been posted.
- **Year** can be posted only if both **Semesters** have already been posted. Once posted, it can be unposted at any time.
- A **Semester** can be unposted only if **Year** is unposted.
- A **Term** can be unposted only if it is currently being viewed and its **Semester** is unposted.

Posting and **Unposting** procedures are covered in the next two topics.

5.5.1.3.1 Posting

Posting is initiated by selecting an unchecked menu item, subject to conditions (see **bullets** 241).

For **Term Posting**, data is first examined for missing attendance marks (holes). If any exist, a summary is displayed and an opportunity given to fill all holes with a **P** ("present"; also shown as ***/***):

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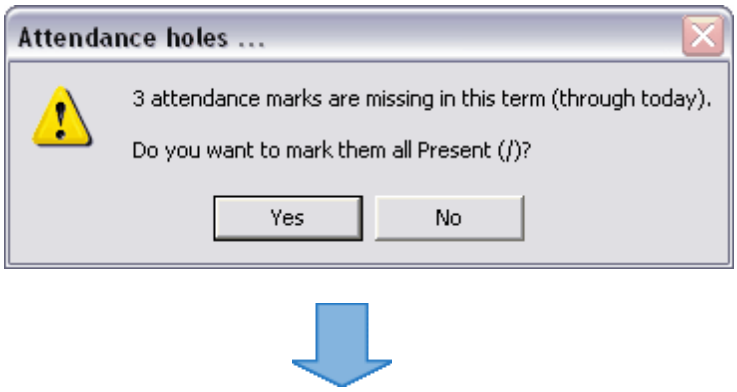
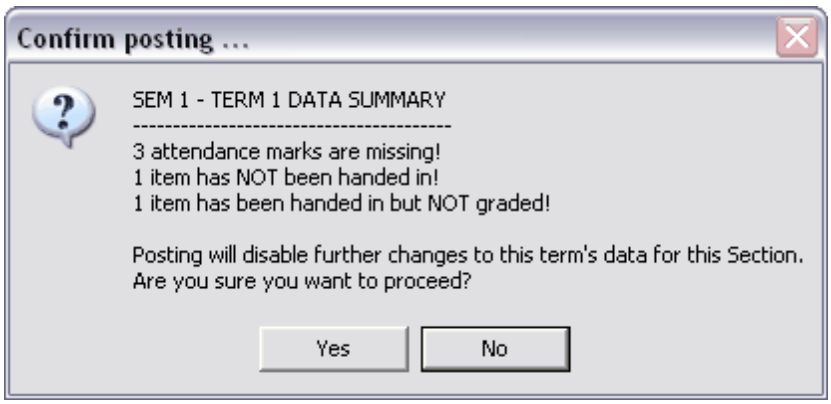
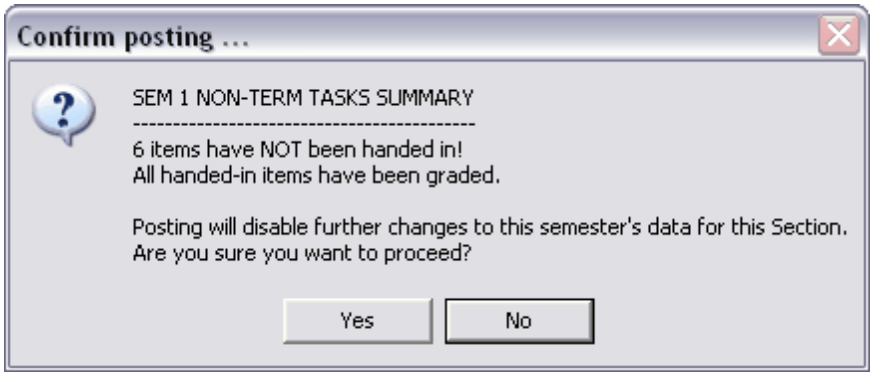


Clicking **Yes** causes all holes to be marked as **P**. Either choice displays a **Term** data summary showing missing grades (holes) and a posting confirmation request:


Confirm posting ...
SEM 1 - TERM 1 DATA SUMMARY
3 attendance marks are missing!
1 item has NOT been handed in!
1 item has been handed in but NOT graded!
Posting will disable further changes to this term's data for this Section.
Are you sure you want to proceed?
Yes
No

Clicking **Yes** completes posting.

Semester Posting and **Year Posting** are initiated by selecting those menu items. No attendance check is performed, but a similar non-term tasks grades summary and posting confirmation request is displayed:


Confirm posting ...
SEM 1 NON-TERM TASKS SUMMARY
6 items have NOT been handed in!
All handed-in items have been graded.
Posting will disable further changes to this semester's data for this Section.
Are you sure you want to proceed?
Yes
No

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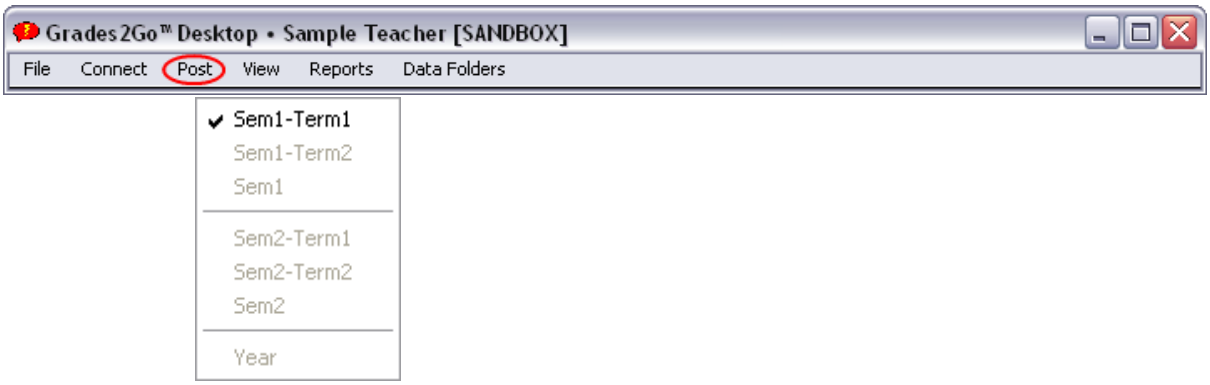
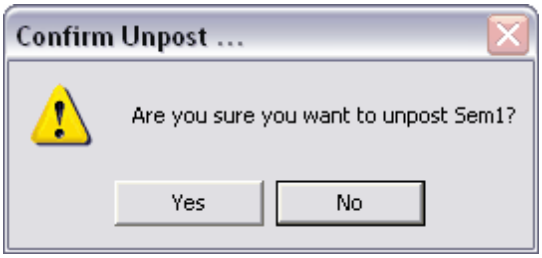
Posting with existing holes?

To keep things simple, Grades2Go™ allows you to post Terms, Semesters, and Year without correcting existing attendance or grades holes. However, to protect your own accountability, it is strongly recommended that you avoid completing posting until all holes have been corrected.

5.5.1.3.2 Unposting



Unposting is initiated by selecting a checked menu item, subject to conditions (see **bullets** 241). The selection is unposted after a confirmation request:



After unposting, the item is unchecked on the menu, and data editing is re-enabled.

Unposting?

To keep things simple, Grades2Go™ allows you to unpost previously posted Terms, Semesters, and Year without an elaborate procedure. However, to protect your own accountability, it is strongly recommended that you avoid unposting except when absolutely necessary.

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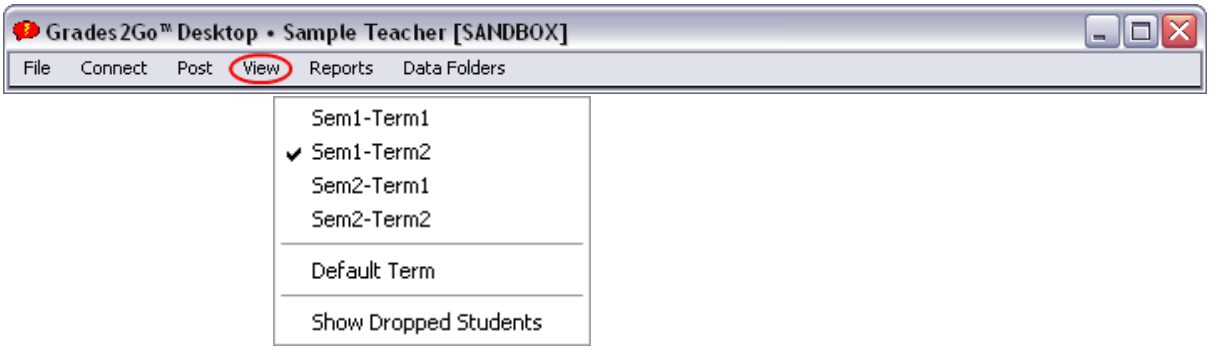
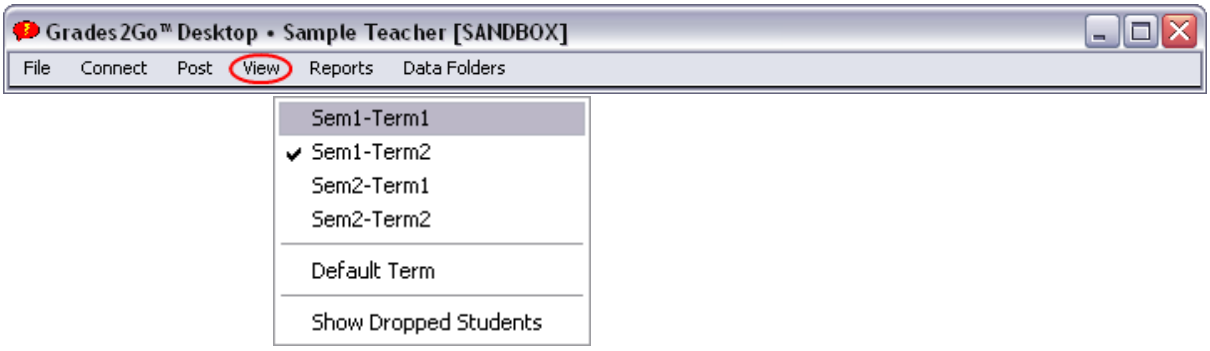
5.5.1.4 View



View allows quick viewing of any of the four **Terms**, the **Default Term**, and dropped students (if any). A **Term** check mark indicates the currently-viewed term. If **Default Term** is checked, the currently-viewed term is the default term. If **Show Dropped Students** is checked, dropped students are visible on the section roster lists in all terms (at end of lists, in red).

5.5.1.4.1 Semester-Term Selections



Semester-Term Selections immediately display the indicated term's data when clicked. Using this command is a shortcut to repeatedly clicking the **Previous/Next Term Buttons** on the Status Bar 82. After a term is clicked, it becomes checked. If the new selected term is also the default term, **Default Term** also becomes checked.

5.5.1.4.2 Default Semester-Term

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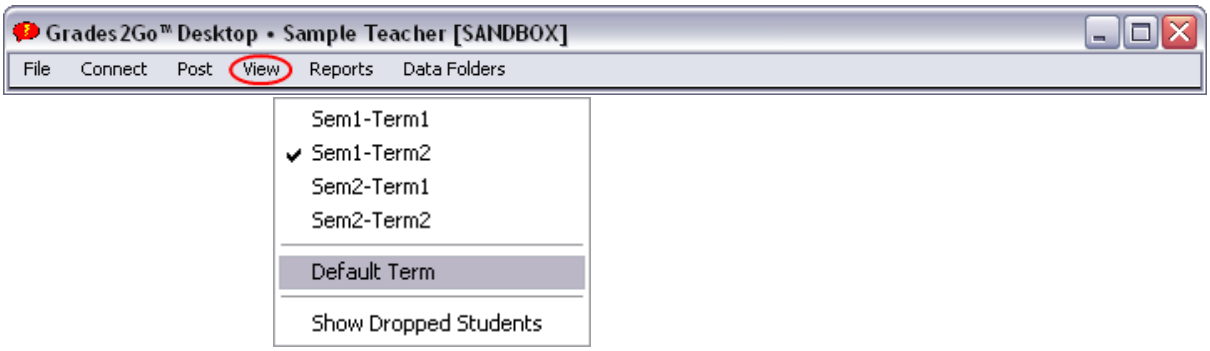
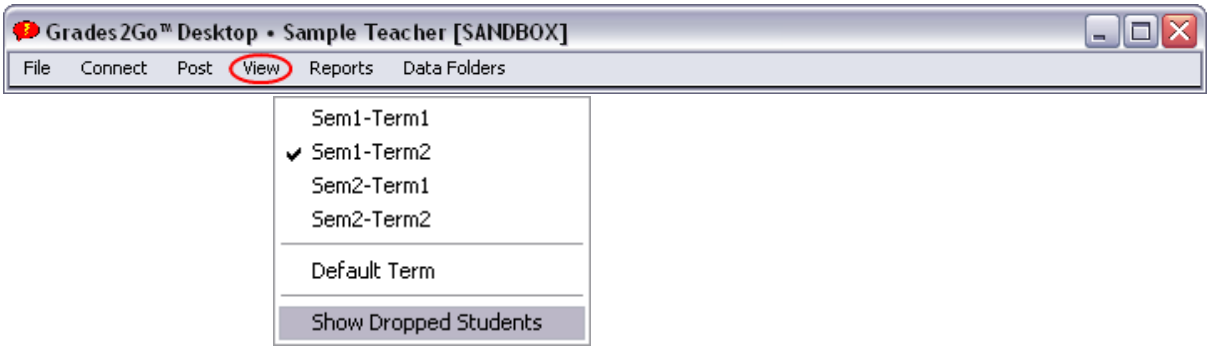


Default Semester-Term immediately displays the default term as set in **Main Menu > Setup > Default Year/Term** 98. Using this command is a shortcut to repeatedly clicking the **Previous/Next Term Buttons** on the **Status Bar** 82. **Default Term** becomes checked after selection.

5.5.1.4.3 Show Dropped Students



Show Dropped Students enables/disables viewing of data for students who dropped the section before completing the viewed term or any previous terms. If enabled, a check is visible and dropped students are visible in red (at the bottom of the student list). Clicking on this selection while it is enabled returns it to the disabled state, removing the check and making dropped students invisible.

5.5.1.5 Reports

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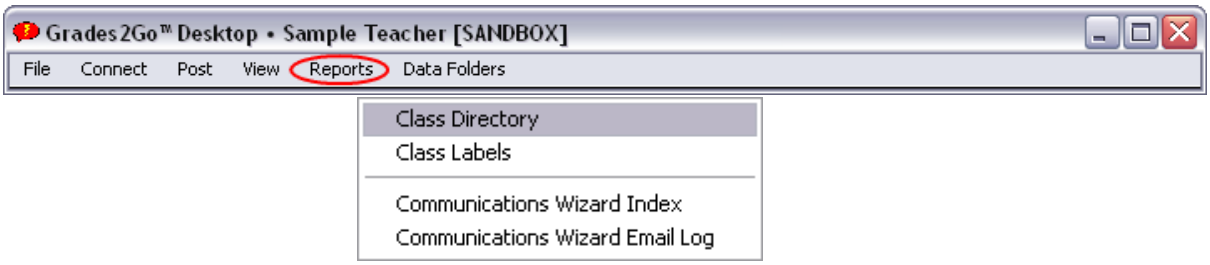
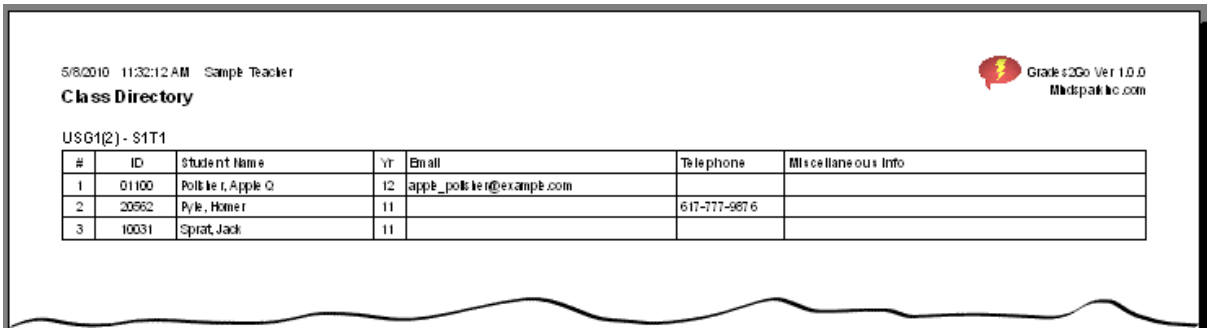
Reports is a collection of quick Section-specific reports, including a Class Directory, a Class Label maker, and a log of all Section Communications. These are covered in the next topics.

5.5.1.5.1 Class Directory



Class Directory instantly displays a formatted roster listing with basic student contact information within Mindspark's standard **Report Handler** 361, which allows it to be easily viewed, printed, saved to a PDF, or emailed to others. All data is accessible via **Student Folders** 327.

Report Sample


5/6/2010 11:32:12 AM Sample Teacher

Grades2Go Ver 1.0.0
Mindspark Inc.com

Class Directory

USG1(2) - S1T1

#	ID	Student Name	Yr	Email	Telephone	Miscellaneous Info
1	01100	Pottsler, Apple O	12	apple_potsler@example.com		
2	20562	Pyle, Homer	11		617-777-9876	
3	10031	Sprat, Jack	11			

5.5.1.5.2 Class Labels

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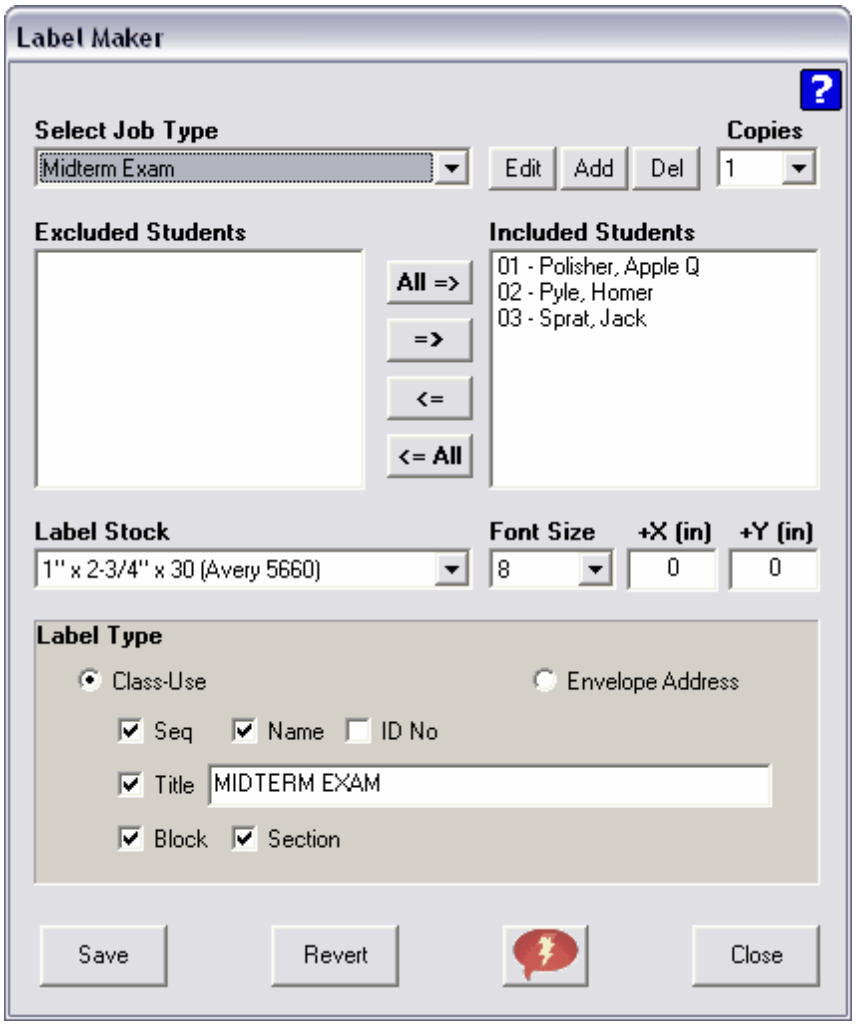
Class Labels rapidly creates a set of labels for either class use (eg blue-books, answer sheets) or for home address envelope mailings.

Screenshot



Controls

Control	Function

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Select Job Type	drop-down selector of saved label configuration types
Edit	command edits displayed **Job Name**
Add	command adds a new **Job Type** using the displayed options (can then be Edited)
Del	command deletes **Job Type** after confirmation message
Copies	drop-down selector for number of copies of the label set to be produced
Excluded Students	students excluded from the label set
=> All Button	moves all **Excluded Students** to the **Included** side
=> Button	moves a single student from the **Included** side to the **Excluded** side
<= Button	moves a single student from the **Excluded** side to the **Included** side
<= All Button	moves all **Included Students** to the **Excluded** side
Included Students	students included in the label set
Label Stock	drop-down selector of supported label stock types
Font Size	desired font size of printed text
+X (in)	if **0** (default), centers text horizontally; other values set text starting point distance from left edge of label
+Y (in)	if **0** (default), centers text vertically; other values set text starting point distance from top edge of label
Class-Use Option	selects **Class-Use** as **Label Type**
Seq Checkbox	enables/disables printing of sequence number (classroom-use only)
Name Checkbox	enables/disables printing of student name
ID No Checkbox	enables/disables printing of student ID#
Title Checkbox	enables/disables printing of a label title
Title Textbox	title text when Title Checkbox is checked
Block Checkbox	enables/disables printing of Section Block
Section Textbox	enables/disables printing of Section ID
Envelope Address Option	selects **Envelope Address** as **Label Type**
Student Checkbox	enables/disables creation of a student address label
Parent/Guardian Checkbox	enables/disables creation of a parent/guardian address label
Save Button	changes configuration of selected Job Type to the displayed options after confirmation
Revert Button	returns the displayed options back to the selected Job Type configuration (in the event any options have been enabled/disabled)

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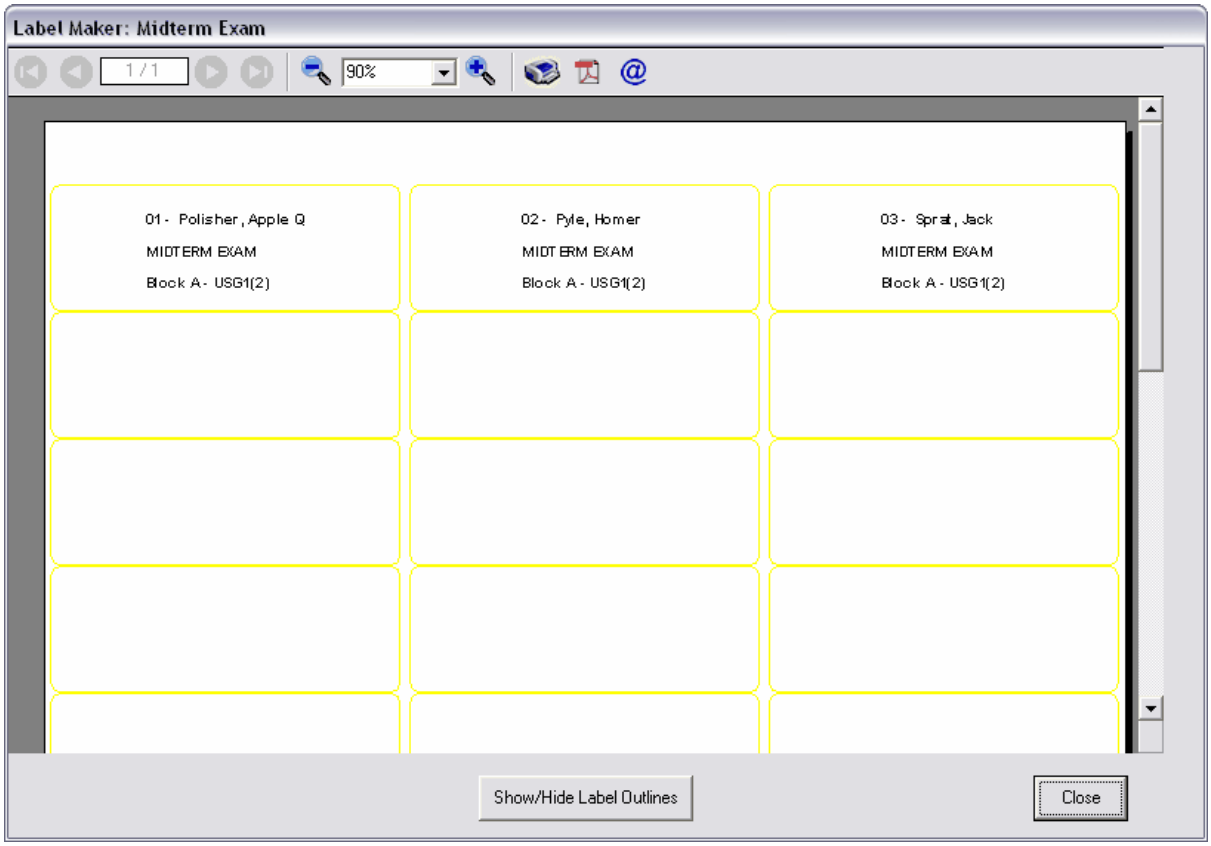
Report Button

displays entire Job in the **Report Handler**, allowing label set to be easily viewed with or without label outlines, printed, saved to a PDF, or emailed to others

Clicking on the **Report Button** displays the label set in the **Report Handler**:



Clicking the **Show/Hide Label Outlines Button** displays label outlines for the selected label stock in yellow (as shown above), to help in visualizing printed output. Clicking again removes the outlines. If visible, they are included in any subsequent printout or saved/emailed PDF document.

Designing Labels

Designing new labels is a simple matter of experimenting with various options/checkboxes/font sizes and then clicking on the **Report Button** to view the result. To make corrections or adjustments, click **Close** on the viewer, make some changes, and click **Report** again. When satisfied, print the labels with the **Report Handler** buttons.

To save a label configuration, click on **Add** on the **Label Maker** form and give the new configuration a

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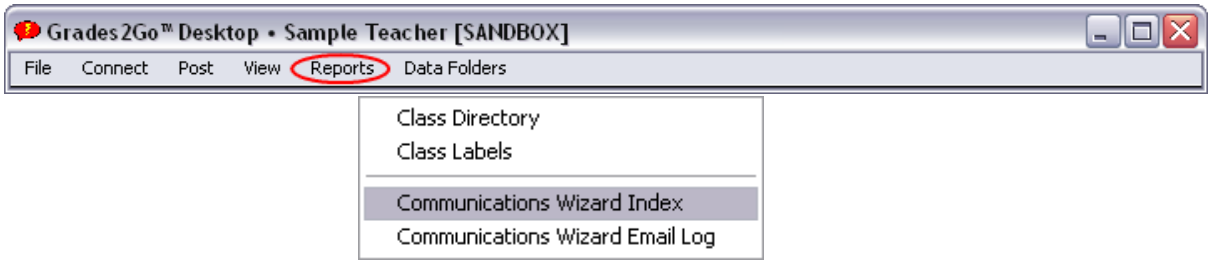
name. All settings will be saved to the new **Job Type**.

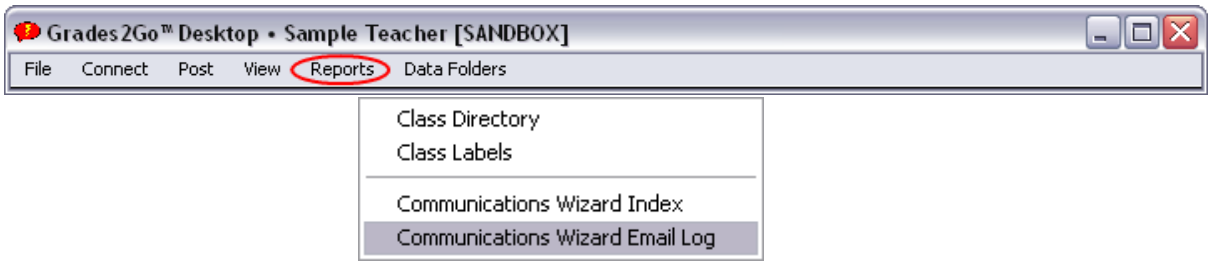
5.5.1.5.3 Communications Wizard Index



Communications Wizard Index displays all emailed Reports and Memos that have been distributed, or are pending distribution, for the current Section via the Communications Wizard. It provides an easy way to view the status of all major email communications with students and their constituents (parents/guardians and guidance) for this Section, as well as the communicated documents (PDFs) themselves. It also provides a means by which to record the receipt of signed responses from parents/guardians when those are required.

The index listing can be easily filtered by Term Stamp. Individual Jobs (similar Student Reports all emailed at once) may be deleted from the listing if desired. The form is identical to **My Communications Wizard Index**, except that the Section selector is fixed to the Current Section and its Reports/Memos only. See **My Comm Wizard Index** 202 for a complete description of data and controls.

5.5.1.5.4 Communications Wizard Email Log



Communications Wizard Email Log displays a sequential log of all Section communications generated (or attempted) by the **Communications Wizard** 335 in the viewed term. The log (a **.txt** file) opens in a simple text file reader (eg Microsoft Notepad or Wordpad). There is a separate **Log File** for each term of each Section, and every Communications Wizard session in a given term appends to the appropriate one.

This Log can be easily cleared with **Communications Wizard Email Log Clear** 237.

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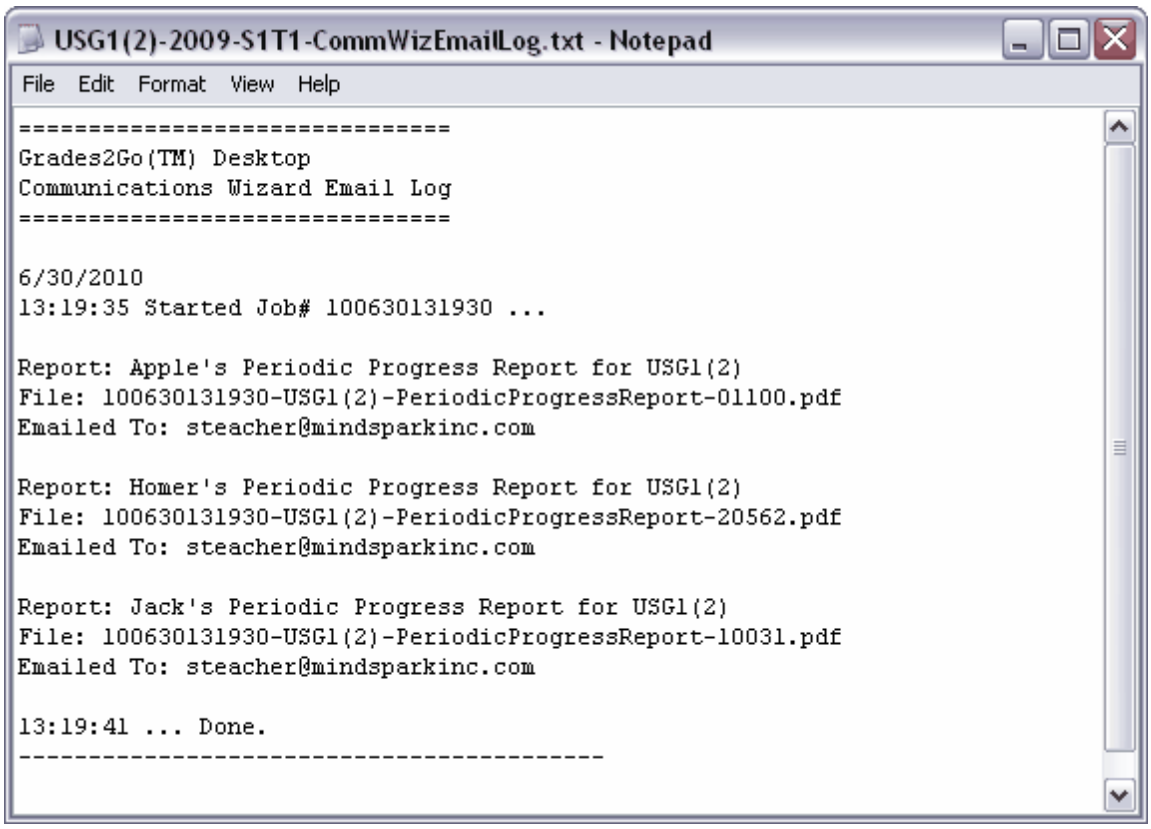
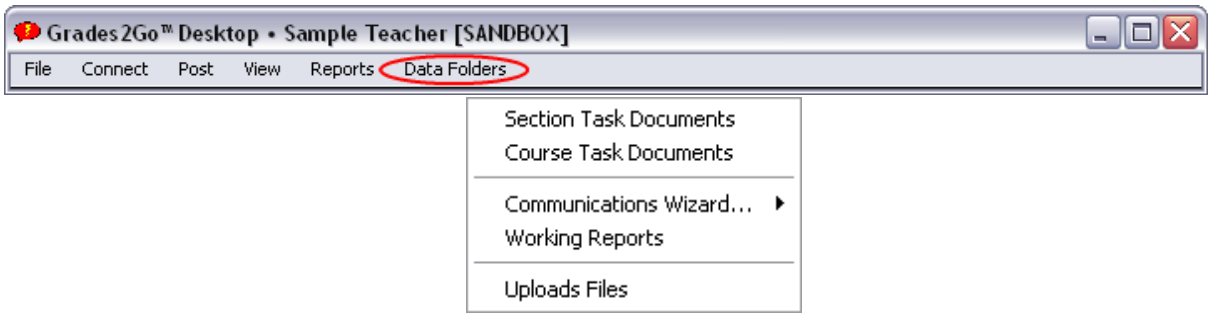
Screenshot



5.5.1.6 Data Folders



Data Folders is a collection of shortcuts to the data folders for the viewed Section. Each opens Windows Explorer to the selected folder. The following topics cover each in detail.

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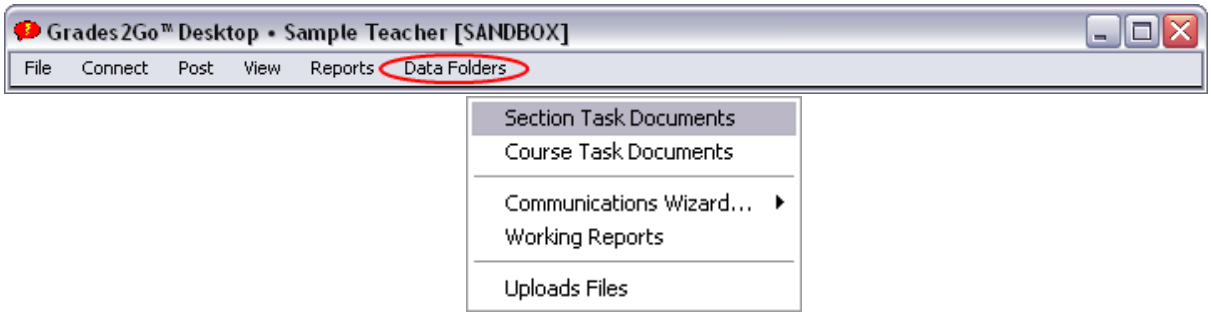
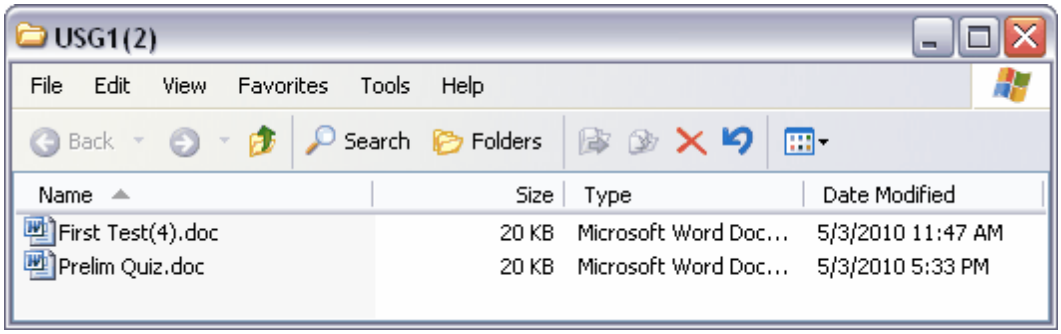
5.5.1.6.1 Section Task Documents



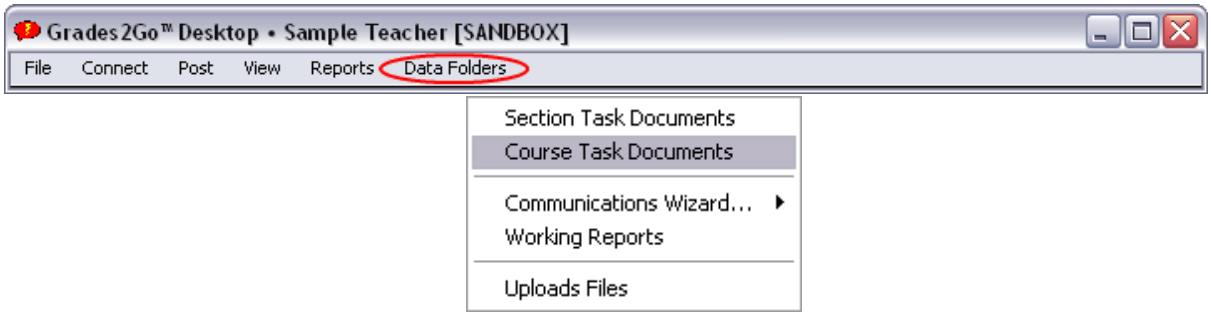
Section Task Documents opens the folder containing the current-use task documents for the current Section (in Windows Explorer):

Screenshot



Double-clicking on a document will open it with its default application.

5.5.1.6.2 Course Task Documents



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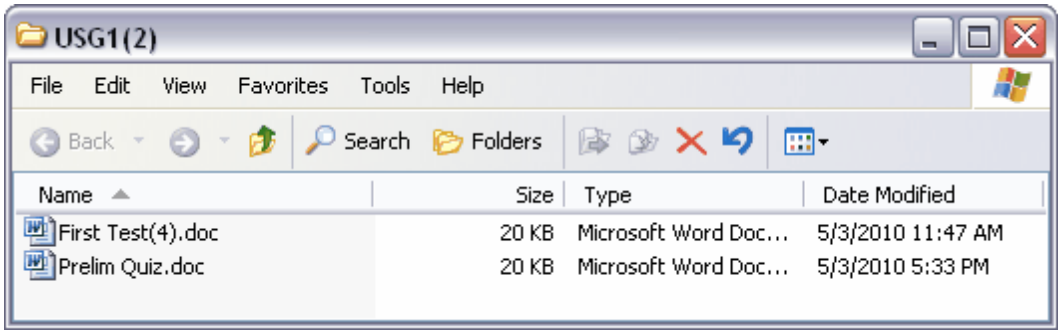
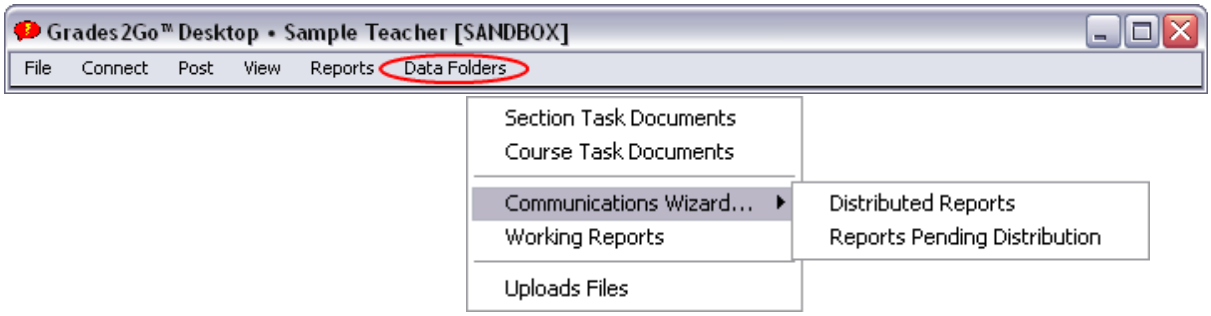
Section Task Documents opens the folder containing the current-use task documents for the current Section (in Windows Explorer):

Screenshot


USG1(2)
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
First Test(4).doc 20 KB Microsoft Word Doc... 5/3/2010 11:47 AM
Prelim Quiz.doc 20 KB Microsoft Word Doc... 5/3/2010 5:33 PM

Double-clicking on a document will open it with its default application.

5.5.1.6.3 Communications Wizard



Communications Wizard is a collection of shortcuts to folders containing documents created by the viewed Section's **Communications Wizard**. Each opens Windows Explorer to the selected folder. The next two following topics cover these in detail.

5.5.1.6.3.1 Distributed Reports

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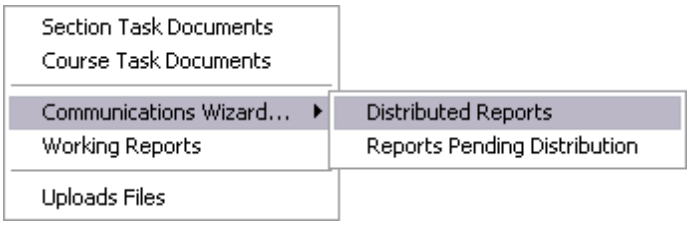
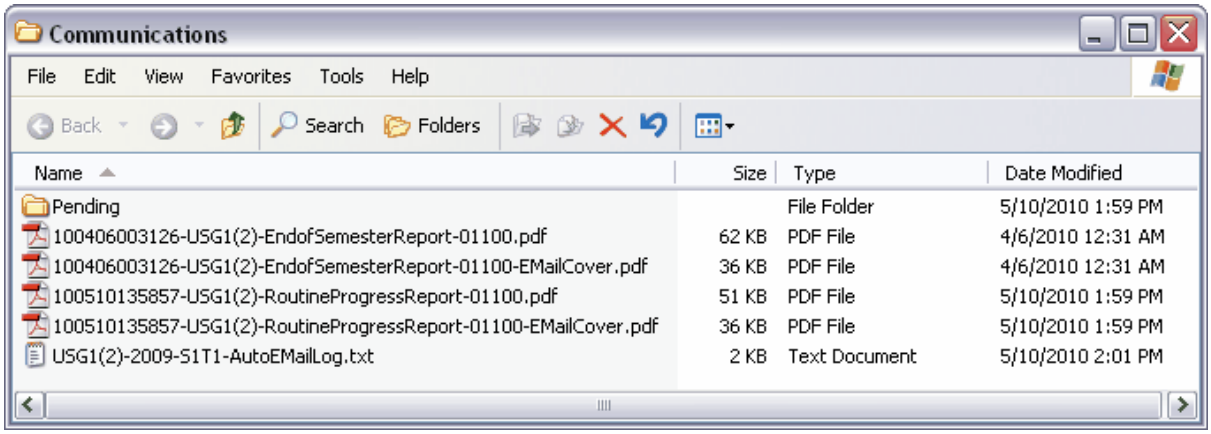


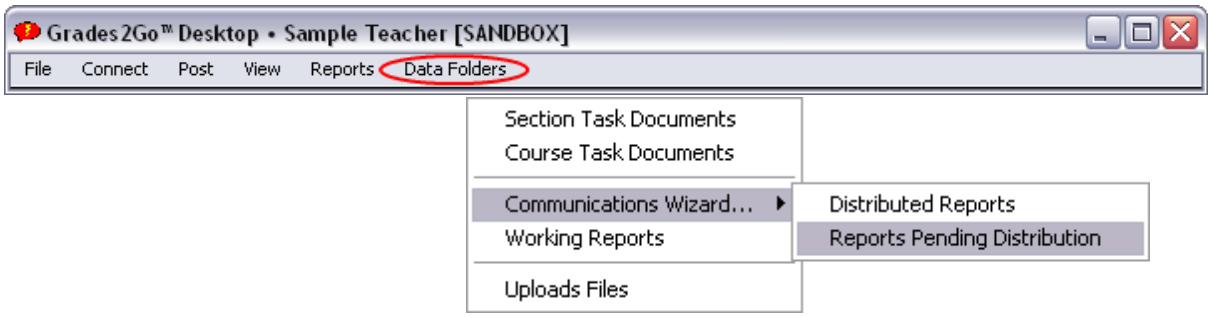
Distributed Reports opens the **Communications Folder** (via Windows Explorer), containing reports generated by the current Section's **Communications Wizard** and successfully distributed to intended recipients (via email or hard copy). Log files of auto-email communications for each term are also stored here. Double-clicking on a file will open it in the appropriate document reader (eg Adobe Reader for PDF files, Notepad for log files).

Screenshot


Communications
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
Pending File Folder 5/10/2010 1:59 PM
100406003126-USG1(2)-EndofSemesterReport-01100.pdf 62 KB PDF File 4/6/2010 12:31 AM
100406003126-USG1(2)-EndofSemesterReport-01100-EMailCover.pdf 36 KB PDF File 4/6/2010 12:31 AM
100510135857-USG1(2)-RoutineProgressReport-01100.pdf 51 KB PDF File 5/10/2010 1:59 PM
100510135857-USG1(2)-RoutineProgressReport-01100-EMailCover.pdf 36 KB PDF File 5/10/2010 1:59 PM
USG1(2)-2009-S1T1-AutoEMailLog.txt 2 KB Text Document 5/10/2010 2:01 PM

The **Pending Folder** is covered in the next topic.

5.5.1.6.3.2 Reports Pending Distribution



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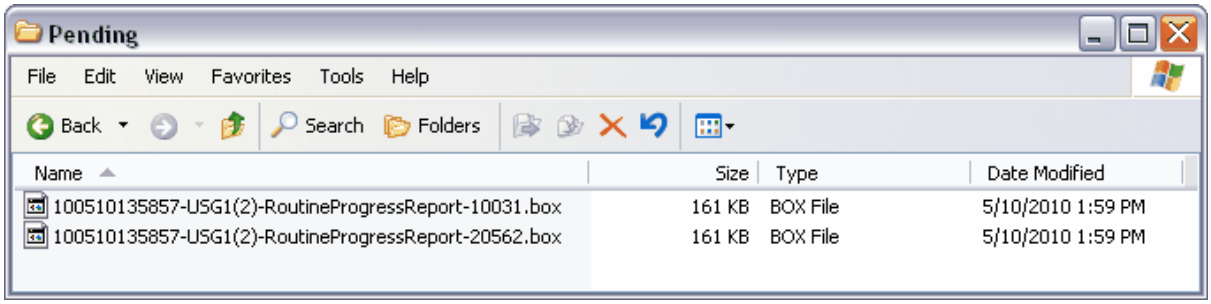
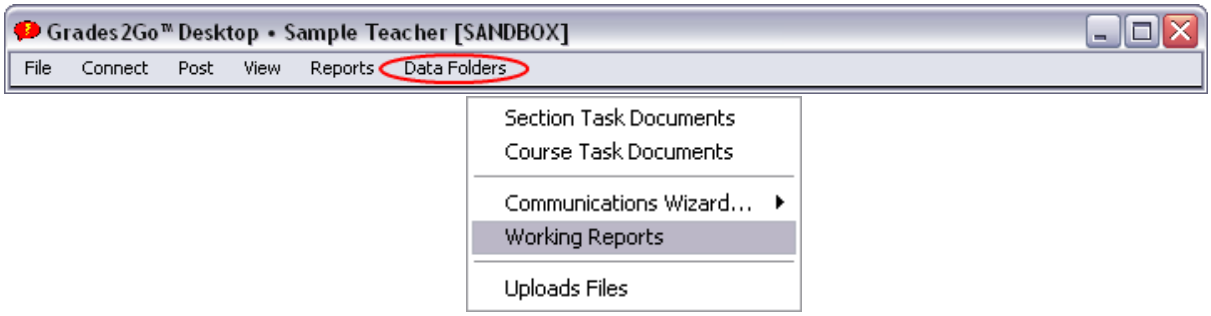
Reports Pending Distribution opens the **Pending Folder** (via Windows Explorer), which contains temporary files generated by the current Section's **Communications Wizard** but not yet processed for distribution to some recipients (via email or hard copy). These files are ***only*** for internal program use and ***not*** user-readable!

Screenshot


Pending
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
100510135857-USG1(2)-RoutineProgressReport-10031.box 161 KB BOX File 5/10/2010 1:59 PM
100510135857-USG1(2)-RoutineProgressReport-20562.box 161 KB BOX File 5/10/2010 1:59 PM

5.5.1.6.4 Working Reports



Working Reports opens a folder (via Windows Explorer) containing Reports for the current Section that were ***not*** generated by the **Communications Wizard**. Any reports originating from any of the other **Section Dashboard** tabs will, by default, be put into this folder. Double-clicking on a report will open it in a document reader (eg Adobe Reader for PDF files).

Screenshot

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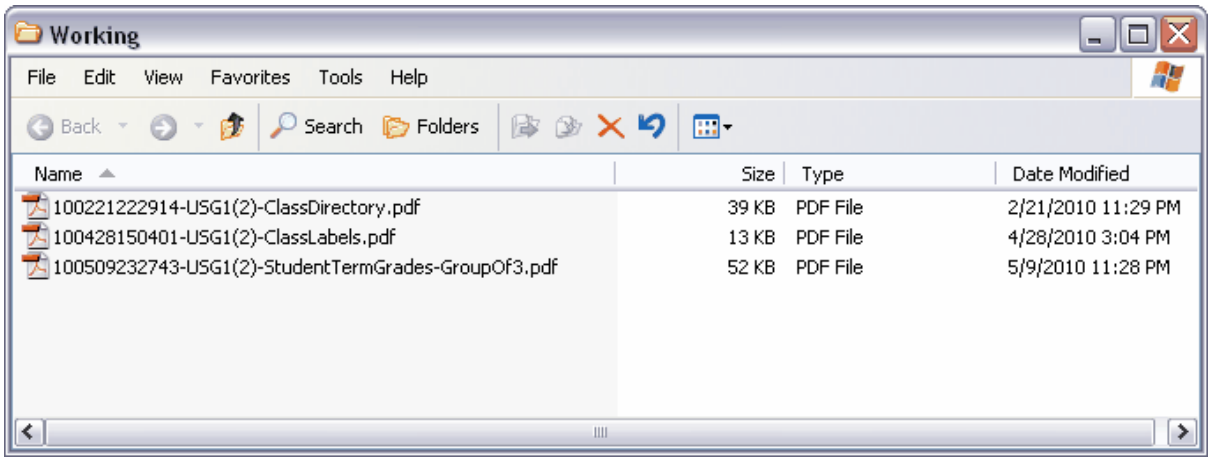
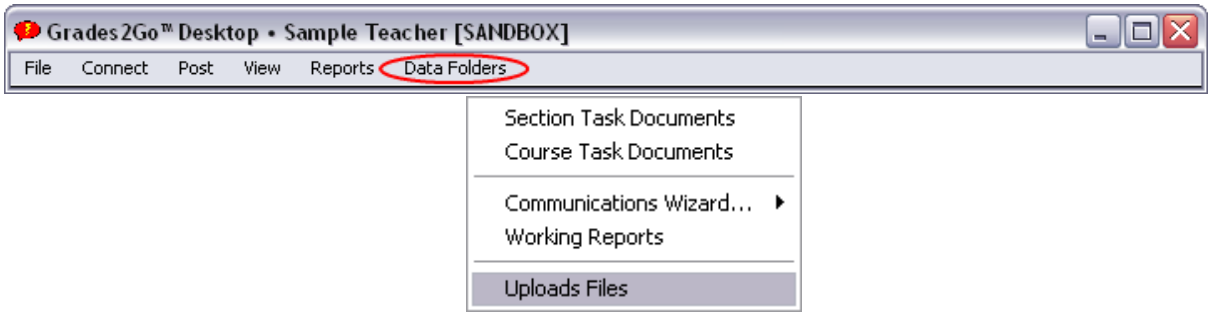

Working
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
100221222914-USG1(2)-ClassDirectory.pdf 39 KB PDF File 2/21/2010 11:29 PM
100428150401-USG1(2)-ClassLabels.pdf 13 KB PDF File 4/28/2010 3:04 PM
100509232743-USG1(2)-StudentTermGrades-GroupOf3.pdf 52 KB PDF File 5/9/2010 11:28 PM

Report Numbering

You will notice that many Grades2Go™ reports are automatically numbered with a 12-digit code somewhere in the file name. The code indicates the exact time (time stamp) at which the report was generated and simplifies the saving of multiple reports with similar file names. It also simplifies chronological sorting of reports in folder/directory listings.

Digits (L to R)	Value
1-2	year
3-4	month
5-6	day
7-8	hour
9-10	minute
11-12	second

5.5.1.6.5 Uploads Files



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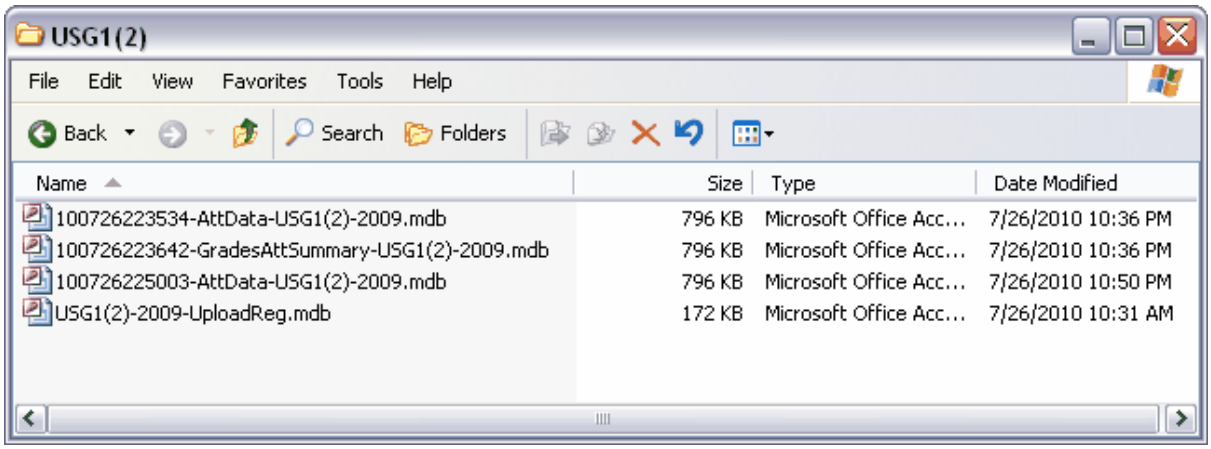
Uploads Files lists all Upload data files created for this Section. These files could have been created manually via **Create Attendance Data File** 237 or **Create Grades and Attendance Summary File** 237, or automatically via the **Connect** 238 menu. There is also an additional index file (**UploadReg**) which keeps track of files which are actually uploaded to a school server.

Screenshot


USG1(2)
File Edit View Favorites Tools Help
Back Search Folders
Name Size Type Date Modified
100726223534-AttData-USG1(2)-2009.mdb 796 KB Microsoft Office Acc... 7/26/2010 10:36 PM
100726223642-GradesAttSummary-USG1(2)-2009.mdb 796 KB Microsoft Office Acc... 7/26/2010 10:36 PM
100726225003-AttData-USG1(2)-2009.mdb 796 KB Microsoft Office Acc... 7/26/2010 10:50 PM
USG1(2)-2009-UploadReg.mdb 172 KB Microsoft Office Acc... 7/26/2010 10:31 AM

Note that uploaded files are preceded by a 12-digit code. The code is a time stamp identifying the moment the file was created, coded as follows:

Digits (L to R)	Value
1-2	year
3-4	month
5-6	day
7-8	hour
9-10	minute
11-12	second

5.5.2 Status Header

Status Header is located between the Section Dashboard Menu selections and Dashboard Tabs and displays information for the Section as a whole.

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Key	Item	Function
1	**Section Dashboard Identifier**	shows currently selected Section including Block Code and Section Code
2	**Exit/Close Button**	closes Dashboard and returns to Main Menu
3	**Grading Algorithm Indicator/Button**	shows Grading Algorithm 71 in effect for current Section and Term; can differ Term-by-Term; can be set permanently for all sessions (**default**) or temporarily for the current session only (**temp**) WO Weights Only 71 (current default) WC Weights within Categories 72 ((current default)) PC Points within Categories 74 ((current default)) WO Weights Only 71 (temp) WC Weights within Categories 72 (temp) PC Points within Categories 74 (temp) clicking this area brings up the Temporary Grading Algorithm 259 window; see **Tip** below!
4	**Message Area**	used for alert messages like the one shown

Choice of a Grading Algorithm — Not Urgent!

The design of Grades2Go™ makes it unnecessary to commit to a Grading Algorithm 71 at the beginning of a school year or Term. The Grading Algorithm Indicator/Button 259 can be used at any time to experiment with "what if" scenarios before making a final choice. However, a choice should be made before sending out any Progress Reports to students and parents/ guardians and maintained for the rest of the Term.

The Temporary Grading Algorithm 259 window is covered in the next topic.

5.5.2.1 Temporary Grading Algorithm

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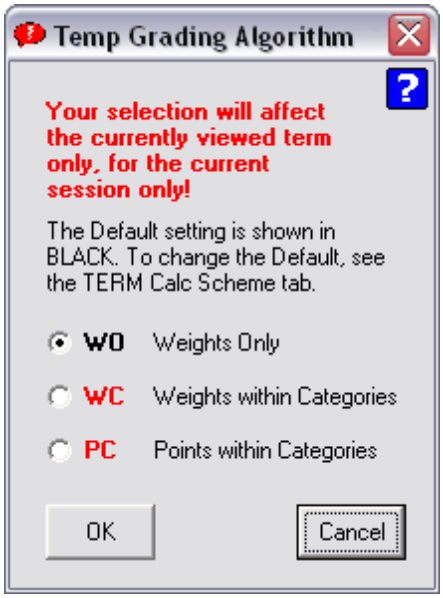
Temporary Grading Algorithm changes the Grading Algorithm 71 used to calculate grades for the currently-viewed Term, for the current Grades2Go™ session only. The Default algorithm is shown in **black** and the other two in **red**; the currently viewed algorithm is selected when the form loads. To change the Default (ie make a permanent change), see the TERM Calculation Scheme 293 tab.

Screenshot


Temp Grading Algorithm
Your selection will affect the currently viewed term only, for the current session only!
The Default setting is shown in BLACK. To change the Default, see the TERM Calc Scheme tab.
WO Weights Only
WC Weights within Categories
PC Points within Categories
OK
Cancel

Controls

Control	Function
WO Option	temporarily selects the WO Grading Algorithm 71
WC Option	temporarily selects the WC Grading Algorithm 72
PC Option	temporarily selects the PC Grading Algorithm 74
OK Button	reloads data for the viewed Section/Term, using the selected algorithm

Choice of a Grading Algorithm — Not Urgent!

The design of Grades2Go™ makes it unnecessary to commit to a Grading Algorithm 71 at the beginning of a school year or Term. The Grading Algorithm Indicator/Button 259 can be used at any time to experiment with "what if" scenarios before making a final choice. However, a choice should be made before sending out any Progress Reports to students and parents/ guardians and maintained for the rest of the Term.

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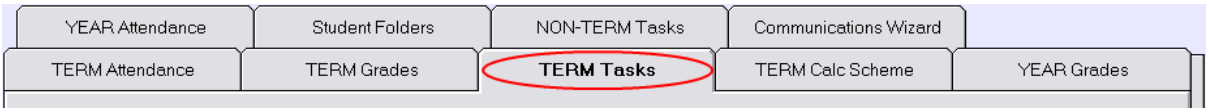
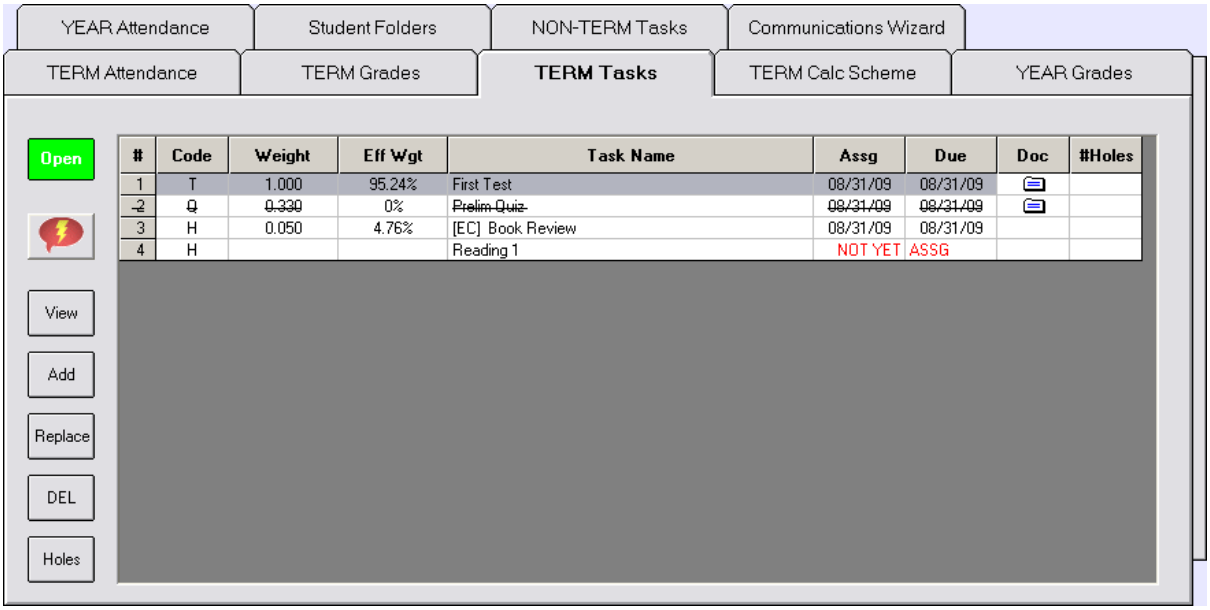
5.5.3 Tab: TERM Tasks



TERM Tasks lists all Tasks associated with the currently viewed Section and Term. A Task may be used only once in a school year, and Task names must be unique (ie a Task name may appear only once). Note that Tasks can be listed without yet being assigned (see **NOT YET ASSG** item below). Tasks can also appear with a ~~strikethrough,~~ indicating that the Task has been excluded from all grade calculations for all students (see **Exclude task/grades Checkbox** 263).

Screenshot



Data Grid

Column	Data Description
#	sequential Task number (no particular significance)
Code	Task Code associated with the Task (from Archive record)
Weight (WO, WC)	relative weighting value; in **WC**, weighting is within Category
Points (PC)	maximum achievable points; weighting is within Category
Eff Wgt	the percentage portion of the entire Term grade attributable to the Task (depends on

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	Algorithm and Weight/Points); column total always 100%; if **BONUS** appears here (**PC** only), earned points are added to a student's accumulated total but not to the achievable maximum
Task Name	name of the Task (from Archive record); **[EC]** indicates **Extra Credit** (optional extra Task, contributing to average like all other Tasks, unless **BONUS** appears in **Eff Wgt** column)
Assg	date Task was assigned (**NOT YET ASSG** if none); Task list sorted according to this column
Due	date Task is due (**NOT YET ASSG** if none)
Doc	indicates linked document for current Term use; double-clicking opens document (using the appropriate application
#Holes	usually blank, but populated with numbers after any **Holes** calculation (**Holes Button**, **Report Button**, **Term Post**); indicates number of items not yet graded or handed-in; Hole cells on **TERM Grades** simultaneously shaded for easy identification

Controls

Control	Function
Open or Posted	**Term status indicator** showing whether **Open** (editing enabled) or **Posted** (further editing disabled); corresponds to checkmarks on Post 241
	Report Button performs a Holes calculation and then creates a printable/emailable Section Term Tasks Report 269 from info on the Task List; simultaneously shades Hole cells on TERM Grades 269 for easy identification and correction
View Button	opens Current Task Viewer 263 for Task selected on the List; double-clicking on a Task line has equivalent action
Add Button	opens the Course Term Task Archive 265 from which a Task can be added (or first created); option given to add Task to other Sections automatically; after **Add** is complete, the Task appears as a new column on TERM Grades 269
Replace Button	opens the Course Term Task Archive 265 from which a Task can be selected to replace the Task selected on the Task List; all accumulated data from the original Task is transferred to the new Task; after **Replace** is complete, the new Task replaces the old one on TERM Grades 269
DEL Button	after confirmation, removes the selected Task from the Task List as well as from TERM Grades 269 — but ***only*** if no grades exist for any student (can be accomplished by individually deleting each student's grade for the Task)
Holes Button	performs a **Holes** calculation for the viewed Term; generates a Grade Holes Report 268 and supplies totals for **#Holes** column; simultaneously shades Hole cells on TERM Grades 269 data grid for easy identification and correction

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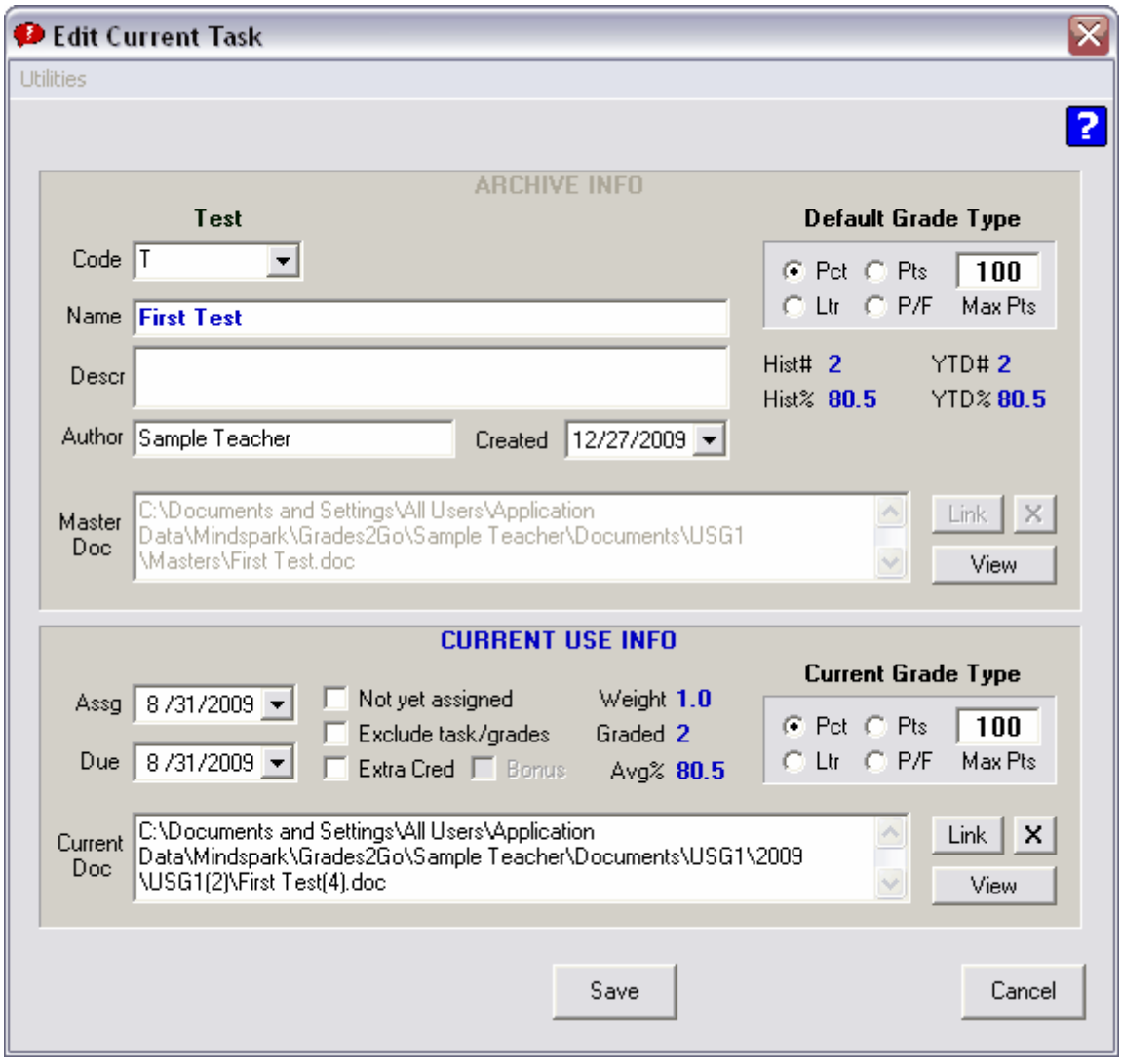
5.5.3.1 Current Task and Document Viewer

Current Task and Document Viewer appears after clicking the View Button 261 or double-clicking a Task line on TERM Tasks 261. The **ARCHIVE INFO** panel shows Archive information for the selected Task but is not editable here (see Course Task Archive 197 for controls, functions, and editing). The **CURRENT USE INFO** panel at the bottom shows Task settings for use in the current Section and Term.

Screenshot

(shown in **Edit** mode with **PC Grading Algorithm**)



Controls

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Control	Function
ARCHIVE INFO Panel	same as **Archive** [195] display, but without editing capability (see **Archive Task and Document Viewer** [197] for description); **Master Doc View Button** is functional (**Create** is disabled)
Assg Date Selector	drop-down date selector for date Task was assigned
Due Date Selector	drop-down date selector for date Task is due
Not yet assigned Checkbox	checking removes **Assg** and **Due** dates from Task (allowed only if *no grades exist*); Task remains on list with **NOT YET ASSG** in dates columns
Exclude task/grades Checkbox	checking removes Task from grades calculation for all students; Task remains on List, but with a ~~strikethrough~~
Extra Cred Checkbox	checking makes Task extra and optional; adds **[EC]** in front of **Task Name** on List; grade to be calculated into student average like any other Task (unless **Bonus Checkbox** is checked — see below)
Bonus Checkbox	available only with **PC Algorithm** and only if **Extra Cred** is checked; selection places **BONUS** label in **Eff Wgt** column of List; earned points are added to a student's accumulated total, but maximum points for a Term is not affected
Weight	relative weight of Task in **WO** and **WC** (not visible in **PC** — but shown here for explanation purposes); value for current Term is set via **TERM Calculation Scheme** [293] for **Task Code** type
Graded	number of items graded to date in current Section and Term
Avg%	average of all **Graded** items for all students in the Section
Current Grade Type	default grade type during grade entry; **ARCHIVE INFO** default is suggested but can be changed for **CURRENT USE**; this default is suggested during actual grade entry, but *any* grade type can be assigned to *any* entered grade at *any* time (applies even to **PC Algorithm** — an automatic conversion is made)
Pct Option	suggests grade entry as a percent (0 - 100)
Pts Option	suggests grade entry as points (0 - **Max Pts**)
Max Pts	sets maximum points (if **Pts Option** or **PC Algorithm**)
Ltr Option	suggests grade entry as a letter type (Grading Bands)
P/F Option	suggests grade entry as **Pass** or **Fail** (100% or 0%, **Max Pts** or 0 Pts)
Current Doc Path	name and location of a linked document (**Section Task Documents Folder** [253])
Link Button	opens a folder/file selector dialog window to locate an existing document and automatically creates a copy for the **Section Task Documents Folder** [253]; link finalized upon **Save**
X Button	removes the link to a document link (document itself not affected)
Create/View Button	**Create**: clicking offers to link to a copy of **Master Doc** (if it exists), or to

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	create a new document (with MS Word); link finalized upon **Save** **View**: clicking opens linked document in a separate window using its default application
Edit Button	puts **CURRENT USE INFO** into **Edit** mode; button not visible after selection
Save Button	saves data and closes window

Auto-Renaming of Linked Documents

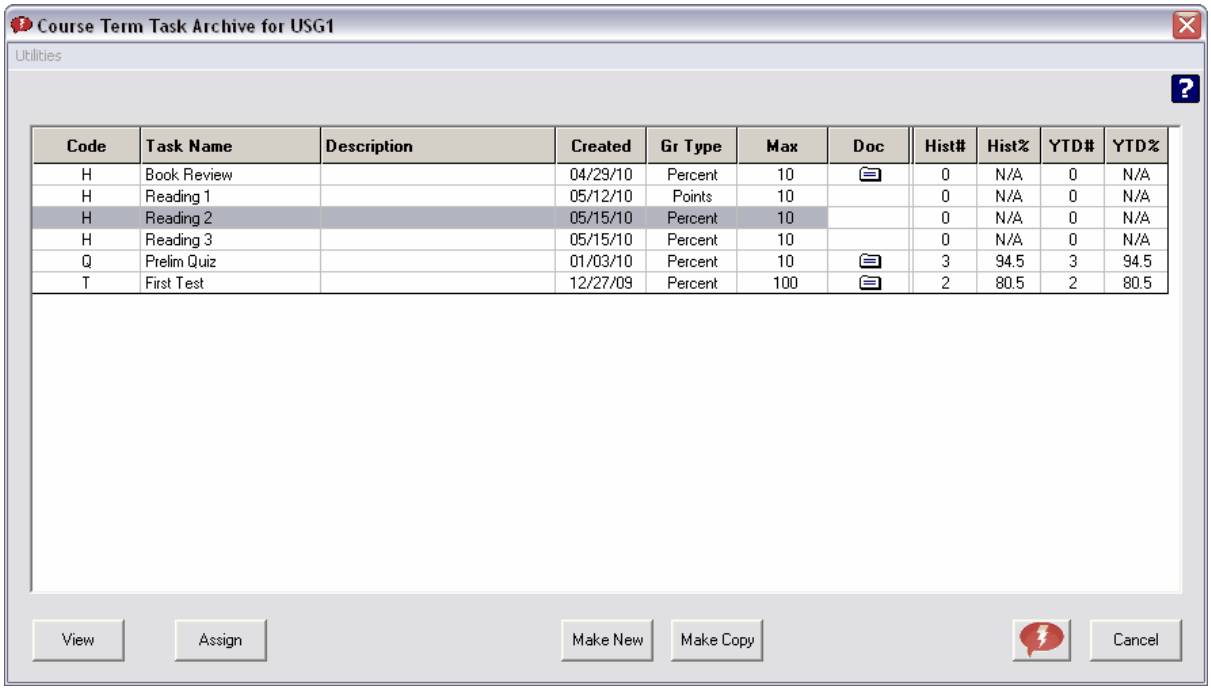
Linking a document to a **CURRENT USE** Task results in a copy of the Task being placed in the **Section Task Documents Folder** 253. If a document by the same name already exists, a numerical version number is appended to the document name (eg `First Test.doc` => `First Test(2).doc`)

5.5.3.2 Course Term Task Archive

Course Term Task Archive appears after clicking either **Add** or **Replace** on the **TERM Tasks** 261 tab, with an additional **Assign Button** in the case of **Add** and **Use as Replacement Button** in the case of **Replace**. Note that Non-Term Tasks are excluded from this listing.

Screenshots

(via **Add Button**)



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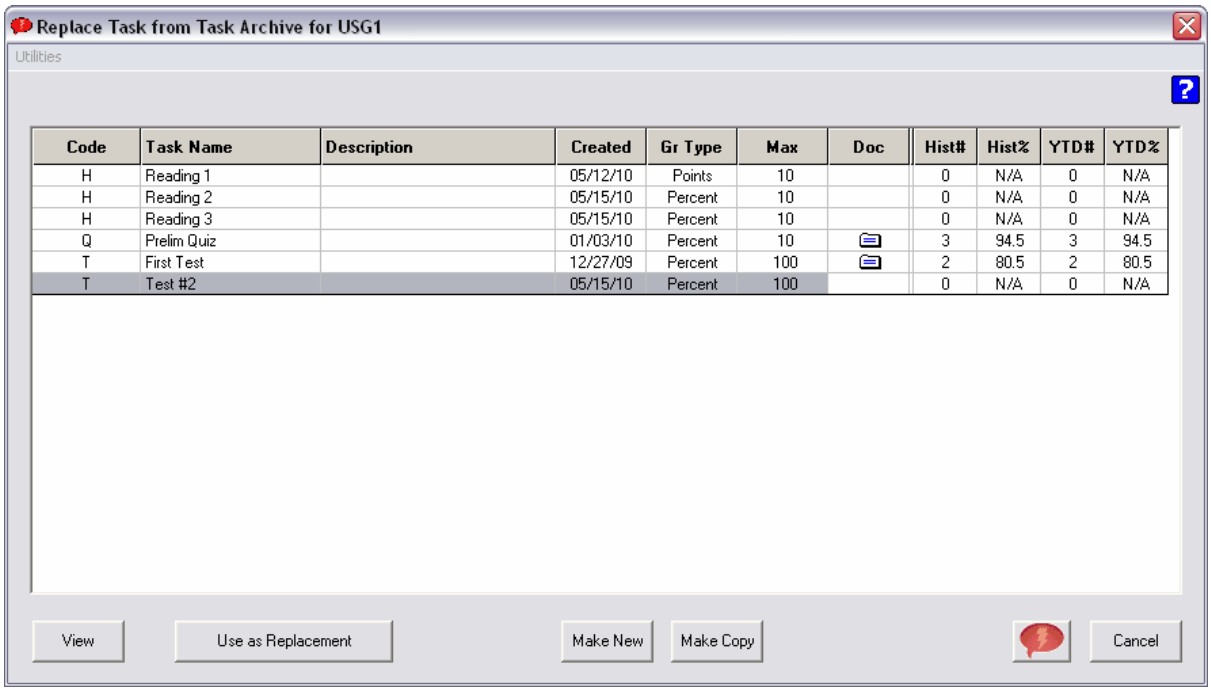
(via **Replace Button**)



Data Grid

Column	Description
Code	the Code for the Task, as defined in **Teacher Task Codes** 150 for **TERM Tasks** 261
Task Name	the name of the task
Description	a further description of the task (optional)
Created	the date the task was added to the Task Archive
Gr Type	the default grade type
Max	the maximum point value for the task (applicable only if **Gr Type** is **Points** *or* if **Grading Algorithm** is set to **PC**)
Doc	shows an icon if a **Master Document** is associated with the task; if icon is present, double-clicking it opens the document
Statistics Columns	
Hist#	historically (through the present), the number of students who have received a grade on the task
Hist%	historically (through the present), the average grade (in percent) received for the task
YTD#	for the current year-to-date, the number of students who have

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	received a grade on the task
YTD%	for the current year-to-date, the average grade (in percent) received for the task

Controls

Control	Function
Utilities Menu	(not enabled in Section Dashboards)
View Button	opens **Task and Document Viewer** 197 for the selected task; same as double-clicking on a task
Assign Button	brings up Set Task Dates form and then places selected Archive Task onto Term Tasks list
Use as Replacement Button	after confirmation, replaces the task selected on the Term Tasks list with the Task selected here; all grade data remains unchanged
Make New Button	opens the **Task and Document Viewer** 197 form in new task mode
Make Copy Button	after a confirmation alert, uses the selected task as a template to add an identical task to the Archive list; a number is appended to **Task Name** to make it unique and **[COPY OF ...]** is added to **Description**; new task details can be edited as desired
Report Button	creates printable/emailable PDF from info on this form

5.5.3.2.1 Set Task Dates

Set Task Dates allows assigned/due dates to be added to a Task at the moment it is added to the Term Tasks list. These dates can also be added and edited via **Current Task and Document Viewer** 263.

Screenshot

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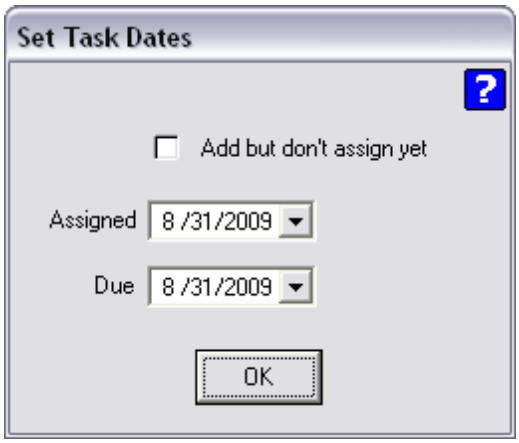

Controls

Control	Function
Add but don't assign yet	checkbox allowing Task to be added to the term without Assigned or Due dates
Assigned	popup date selector for selecting Assigned date
Due	popup date selector for selecting Due date
OK Button	saves displayed data to database

5.5.3.3 Grade Holes Report

Grade Holes Report appears after clicking on the **Holes Button** of the TERM Tasks 261 tab:

Screenshot

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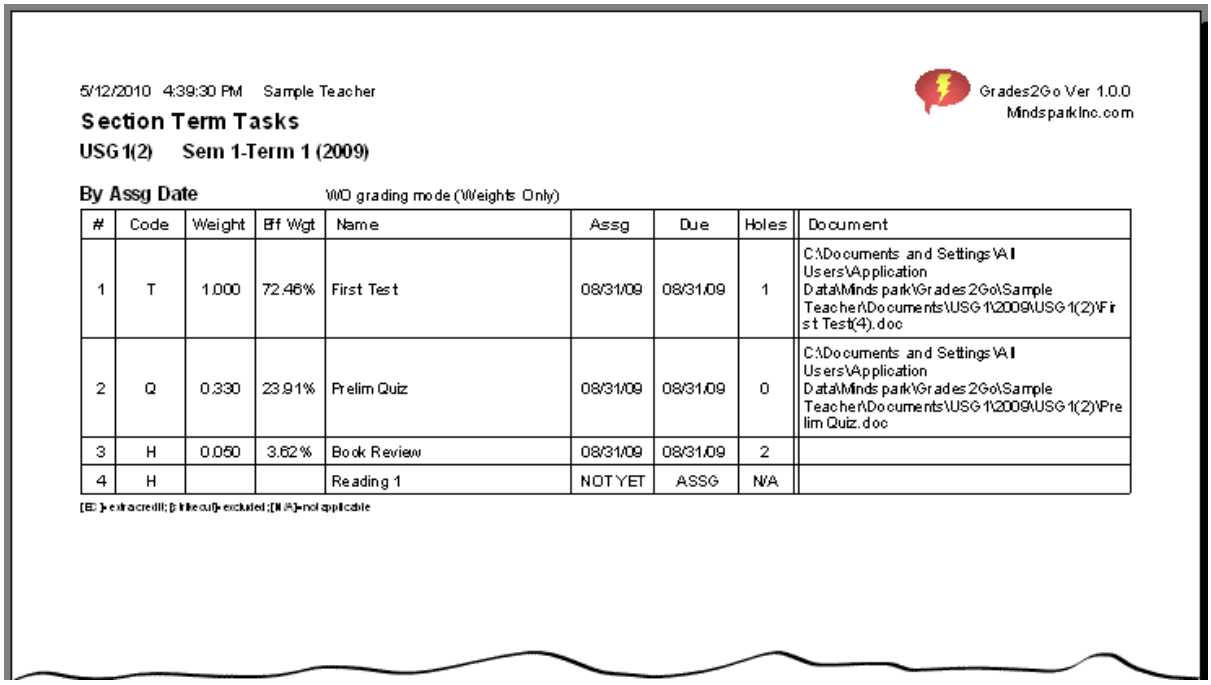
Cells with Holes are shaded!

The Holes calculation also results in shading cells with Holes on the **TERM Grades** data grid with a light yellow background, making them easy to find and correct.

5.5.3.4 Section Term Tasks Report

Section Term Tasks Report is a formatted report of information on the **TERM Tasks** data grid and appears when **Report Button** is clicked. It is displayed within Mindspark's standard **Report Handler** [361], which allows it to be easily viewed, printed, saved to a PDF, or emailed to others.

Report Sample



5/12/2010 4:39:30 PM Sample Teacher

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Section Term Tasks

USG 1(2) Sem 1-Term 1 (2009)

By Assg Date WO grading mode (Weights Only)

#	Code	Weight	Eff Wgt	Name	Assg	Due	Holes	Document
1	T	1.000	72.46%	First Test	08/31/09	08/31/09	1	C:\Documents and Settings\All Users\Application Data\Mindspark\Grades2Go\Sample Teacher\Documents\USG-1\2009\USG-1(2)\First Test(4).doc
2	Q	0.330	23.91%	Prelim Quiz	08/31/09	08/31/09	0	C:\Documents and Settings\All Users\Application Data\Mindspark\Grades2Go\Sample Teacher\Documents\USG-1\2009\USG-1(2)\Prelim Quiz.doc
3	H	0.050	3.62%	Book Review	08/31/09	08/31/09	2	
4	H			Reading 1	NOT YET	ASSG	N/A	

[E]=extracredit; [x]=excluded; [N/A]=not applicable

Columns are the same as in **TERM Tasks** [261], except that the **Document** column contains the full path to the linked file instead of an icon.

5.5.4 Tab: TERM Grades

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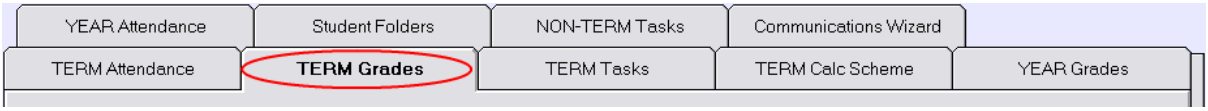

TERM Grades shows all grades earned by all students on all assigned Tasks, for the currently viewed Term. Various **Mark Tools** are provided to facilitate data entry. A grade can be entered on the grid as any **Grade Type** (**Percent**, **Points**, **Letter**, **Pass/Fail**), no matter what the default suggests and no matter what **Grading Algorithm** 71 is in effect. All data is automatically refreshed whenever any cell is changed (with the exception of **Quick Entry** mode, which requires **ReCalc** or changing to another mode to update the entire grid). **Comment** text can be attached to any grade cell, with or without grade entry.

Grades2Go™ automatically creates a number of useful summaries of **TERM Grades** data as part of the display:

- Student Term Average (last fixed column at left)
- Student Term Average by Task Code (columns on far right of grid)
- Student Term Average by Task Category (last columns on grid in **PC Algorithm** only - see below)
- Section Term Average (bottom of **Avg** column)
- Section Task and Task Code Averages (bottom of each **Task** and **Task Code Summary** column)
- Section Distribution Histograms (last rows of all data columns)

In addition, various formatted **Reports** 279 for the viewed term are available within a few clicks of the mouse. All Reports are printable/emailable as PDF's:

- Student Grades by Task
- Student Grades by Task Code and Category
- Section Grade Averages
- Section Grade Holes
- Section Gradebook Grid

Choice of a Grading Algorithm — Not Urgent!

The design of Grades2Go™ makes it unnecessary to commit to a **Grading Algorithm** 71 at the beginning of a school year or Term. The **Grading Algorithm Indicator/Button** 259 can be used at any time to experiment with "what if" scenarios before making a final choice. However, a choice should be made before sending out any Progress Reports to students and parents/ guardians and maintained for the rest of the Term.

Screenshots

(Display columns typical of **WO** and **WC Algorithms**)

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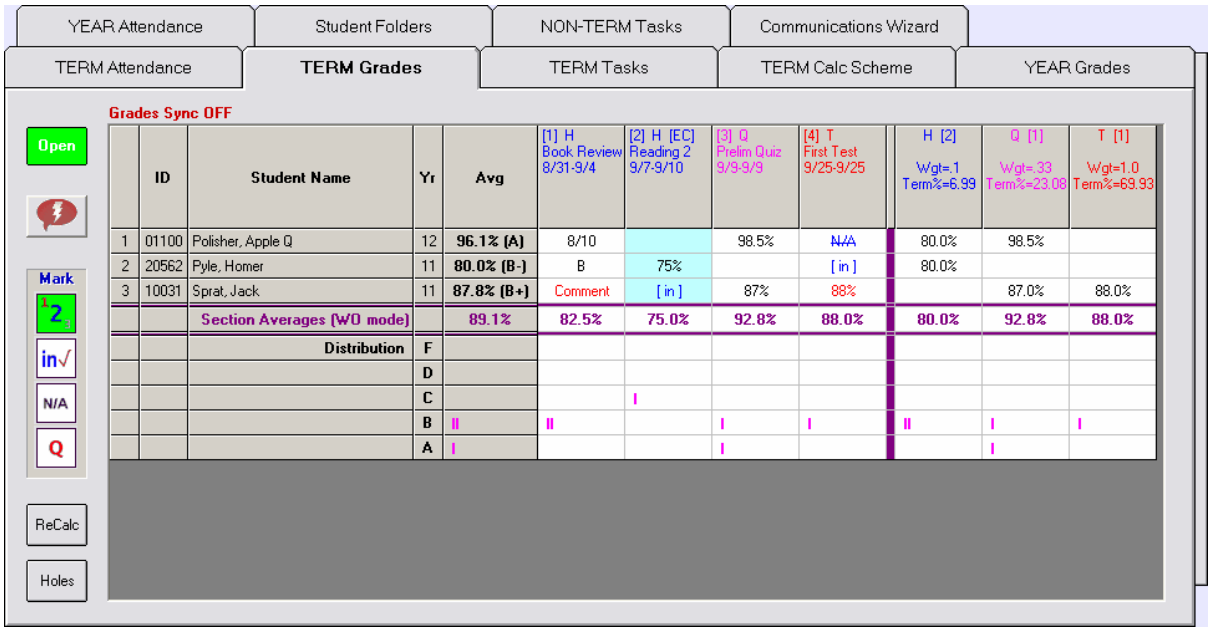

	ID	Student Name	Yr	Avg	[1] H Book Review 8/31-9/4	[2] H [EC] Reading 2 9/7-9/10	[3] Q Prelim Quiz 9/9-9/9	[4] T First Test 9/25-9/25	H [2] Wgt=.1 Term%=6.99	Q [1] Wgt=.33 Term%=23.08	T [1] Wgt=1.0 Term%=69.93
1	01100	Polisher, Apple Q	12	96.1% (A)	8/10		98.5%	N/A	80.0%	98.5%	
2	20562	Pyle, Homer	11	80.0% (B-)	B	75%		[in]	80.0%		
3	10031	Sprat, Jack	11	87.8% (B+)	Comment	[in]	87%	88%		87.0%	88.0%
		Section Averages (WO mode)		89.1%	82.5%	75.0%	92.8%	88.0%	80.0%	92.8%	88.0%
		Distribution	F								
			D								
			C			I					
			B	II	II		I	I	II	I	I
			A	I			I			I	

(right end of display columns showing **Categories** in **PC Algorithm**)

[1] H Book Review 8/31-9/4 Pts=10	[2] H [EC-B] Reading 2 9/7-9/10 Pts=10	[3] Q Prelim Quiz 9/9-9/9 Pts=10	[4] T First Test 9/25-9/25 Pts=100	Q [1] Pts=10 Term%=6.36	T [1] Pts=100 Term%=63.64	H [2] Pts=10 Term%=20.0	Assessments [Q, T] Term%=70.0	Homework [H] Term%=20.0	Participation [P] Term%=10.0
8/10		98.5%	N/A	98.5%		80.0%	98.5%	80.0%	
B	75%		[in]			160.0%		160.0%	
Comment	[in]	87%	88%	87.0%	88.0%		87.9%		
82.5%	75.0%	92.8%	88.0%	92.8%	88.0%	120.0%	93.2%	120.0%	
	I								
II		I	I	I	I	I	I	I	
		I		I		I	I	I	

Data Grid

Column	Data Description
(left-most)	sequential Student number (no particular significance)
ID	ID number of Student
Student Name	name of Student (last, first + middle)
Yr	grade level
Avg	Term average to date, using displayed **Grading Algorithm** 259
Tasks	one column for each assigned **Task** for the **Term**, listed in the same order as **TERM Tasks** 261;

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	information in the header is formatted as follows:
	[#] Code [EC-B] **[#]** = sequential Task number; **Code** = Task Code; **[EC]** = Ext Credit (**PC** only); **[EC-B]** = Extra Credit **BONUS** (**PC** only)
	Name name of Task
	Assg-Due date assigned - date due
	Pts= (**PC** only) point value for the Task
	column header is colored according to the Task Code type (**Teacher Task Codes** 150); data cells for Extra Credit **[EC]** and **[EC-B]** columns have a light blue background to be easily distinguished from usual assignments; contents entered via **Mark Tools Panel**
Task Code Summaries	one column for each Task Code used in the Term; column header is colored according to the Task Code type (**Teacher Task Codes** 150); information in the header is formatted as follows:
	Code [#] **Code** = Task Code; **[#]** = number of Tasks of this Code type
	Wgt / Pts **Wgt** = total relative weight of these Tasks (**WO** and **WC** only); total point value of these Tasks (**PC** only)
	Term%= the percent contribution of this Task Code to the overall Term
Category Summaries (PC only - see below)	(visible for **PC Algorithm** only) one column for each Task Category as established in **TERM Calculation Scheme** 293; information in the header is formatted as follows:
	Category name of Category
	[Codes] a list of Task Codes included in the Category
	Term%= the percent contribution of this Category to the overall Term g

Special Rows	**Data Description**
Section Averages (Alg)	**Alg** = **Grading Algorithm** currently in effect; row shows **Averages** of all data in student rows (eg Section Task, Code and Category Averages)
Distribution	**F/D/C/B/A**: each row represents a **Grading Band** 122; each magenta bar appearing in a cell represents one Student Task grade (or average) falling within the **Band**; taken as a whole, **Bands F-A** form a convenient **Histogram** of **Student Grades/Averages**

Cell Content Types	**Data Description/Function**
(no cell content)	double-click or **Enter Key** opens **Grade Entry Form** 274
Comment	Comment only; double-click or **Enter Key** opens **Grade View/Edit Form** 276
[in]	handed-in but not yet graded; double-click or **Enter Key** opens **Grade View/Edit Form** 276
~~N/A~~	not applicable; excluded from Term average calculation; double-click or **Enter Key** opens **Grade View/Edit Form** 276
98.5%	grade entered as Pct; double-click or **Enter Key** opens **Grade View/Edit Form** 276
8/10	grade entered as Pts; double-click or **Enter Key** opens **Grade View/Edit Form** 276
B	grade entered as Ltr; double-click or **Enter Key** opens **Grade View/Edit Form** 276
Pass	grade entered as P/F; double-click or **Enter Key** opens **Grade View/Edit Form** 276

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~~98%~~	grade (any type) excluded from Term average calculation; double-click or **Enter Key** opens **Grade View/Edit Form** 276
88%	grade (any type) with attached Comment (indicated by red text); double-click or **Enter Key** opens **Grade View/Edit Form** 276
9.5/	grade (any type) entered in **Quick Mode** (indicated by underlined magenta text); displayed averages ***not updated*** until recalculated via **ReCalc Button** or **Section Dashboard** is closed; double-click or **Enter Key** opens **Grade View/Edit Form** 276
75%	Extra Credit grade (any type); double-click or **Enter Key** opens **Grade View/Edit Form** 276

Controls

Control	Function
Grades Sync Status	shows mobile sync status (**ON** or **OFF**) for grades data (**Grading Module**)
Open or Posted	**Term status indicator** showing whether **Open** (editing enabled) or **Posted** (further editing disabled); corresponds to checkmarks on **Post** 241
	Report Button opens the **Grade Reports Selector** 279
Mark Tools Panel	collection of Grade input tools; only one can be selected at a time; active selection is green
1 2 3	selects alphanumeric grade input (normal default mode; shown selected); double-clicking a Student Task cell, or single-clicking it and then pushing **Enter Key**, opens the **Grade Entry Form** 274 or the **Grade View/Edit Form** 276, depending on whether the cell is empty or not
in√	selects [in] stamp for marking Tasks as handed-in; initially prompts for an associated date, after which clicking an ***empty*** cell marks it with an [in]; clicking it again removes the mark
N/A	selects N/A stamp for marking Tasks as not applicable (not included in calculations); clicking an ***empty*** cell then marks it with an N/A; clicking it again removes the mark
Q	selects **Quick Entry Mode**: grade input is alphanumeric, but normal recalculations after grade editing are suppressed, for maximum data entry speed; double-clicking a Student Task cell, or single-clicking it and then pushing **Enter Key**, opens the **Grade Entry Form** 274 or the **Grade View/Edit Form** 276, depending on whether the cell is empty or not; entered/edited data is displayed in underlined magenta, and **ReCalc Button** text becomes **red**, signifying need for **Recalc** before using displayed data
ReCalc Button	clicking causes a complete recalculation of Section data and refreshes the display; if text is **red**, **Recalc** is necessary before trusting displayed data

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Holes Button	performs a Grade Holes calculation for the viewed Term; generates a **Grade Holes Report** 278 and supplies totals for **#Holes** column on **TERM Tasks** 261 data grid; simultaneously shades Hole cells on **TERM Grades** 269 data grid for easy identification and correction

Grades columns can be temporarily resized for better viewing!

If you can't see all the text in a column header, grab a column line within the header area (left-click on it and hold), drag to increase the width, and release.

5.5.4.1 [in] Date Tool

[in] Date Tool provides a way to associate a date with subsequent use of the **[in] Mark** in **TERM Grades** 269.

Screenshot

Controls

Control	Function
Date Selector	drop-down selector for assigning a date to the present use of the **[in] Mark**.
OK Button	completes the date assignment

5.5.4.2 Grade Entry Form

Grade Entry Form is the means by which Task grades can be added to the **TERM Grades** data grid. It is displayed whenever an ***empty*** cell is either double-clicked or **Enter Key** pushed. If this is done with a

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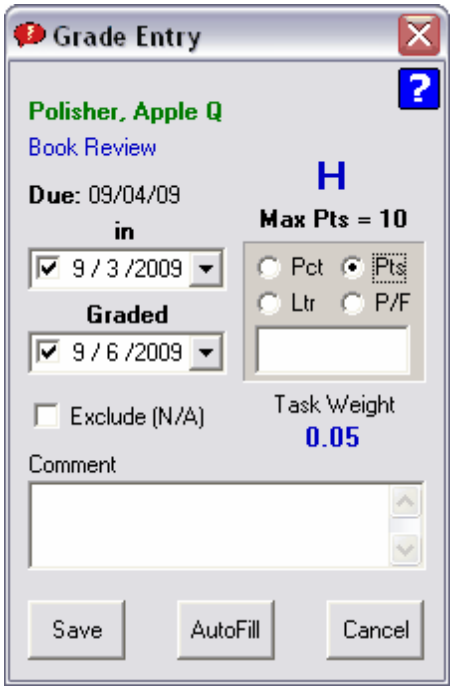
cell that is ***not*** empty, the Grade View/Edit Form 276 (almost identical) opens instead.

Screenshot



Controls

Control	Function
Student Name	name of Student associated with the selected cell
Task Name	name of Task associated with the selected cell (as it appears on TERM Tasks 261)
Due Date	the due date established when the Task was added to the Task List; editable from TERM Tasks 261, via Current Task Viewer 263
in Date Selector	the date the Task was handed-in; set to today's date by default, but can be changed by clicking on down arrow and picking a new date; for entry of **Comment** only, uncheck the box before **Save**
Graded Date Selector	the date the Task is being graded; set to today's date by default, but can be changed by clicking on down arrow and picking a new date; for entry of **Comment** without a grade, uncheck the box before **Save**
Task Code	the Task Code from the Course Archive 195
Max Pts	maximum point value when **Pts Option** is selected or **PC Algorithm** is in effect
Grade Type	available grade data types, initialized to **Current Grade Type** in Current

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	Task Viewer 263; any **Option** may be selected for any Task in any **Algorithm**
Pct Option	grade entered as percent
Pts Option	grade entered as points
Ltr Option	grade entered as a letter; selection activates a drop-down pick list of Grading Bands 122
P/F Option	grade entered as **Pass** (=100%) or **Fail** (=0%)
Grade Window	grade entry area; pushing Enter key immediately after grade entry executes **Save** action (shortcut)
Exclude (N/A) Checkbox	checking excludes Task from Term grade calculation
Task Weight	(**WO**/**WC** only) relative weight of Task as set in TERM Calculation Scheme 293
Comment Text Box	miscellaneous text; for entry of **Comment** only, uncheck the **Graded Date Selector** before **Save**
Save Button	clicking saves this data; pushing **Enter** key from **Grade Window** has equivalent action
AutoFill Button	after confirmation, saves this data in selected cell ***plus all other Holes*** for the current Task (including [in] and Comment types)

5.5.4.3 Grade View/Edit Form

Grade View/Edit Form allows you to edit existing **TERM Grades** data. It is displayed whenever a cell with any kind of content is either double-clicked or **Enter Key** pushed. If this is done with a cell that is ***empty***, the Grade Entry Form 274 (almost identical) opens instead.

Screenshot

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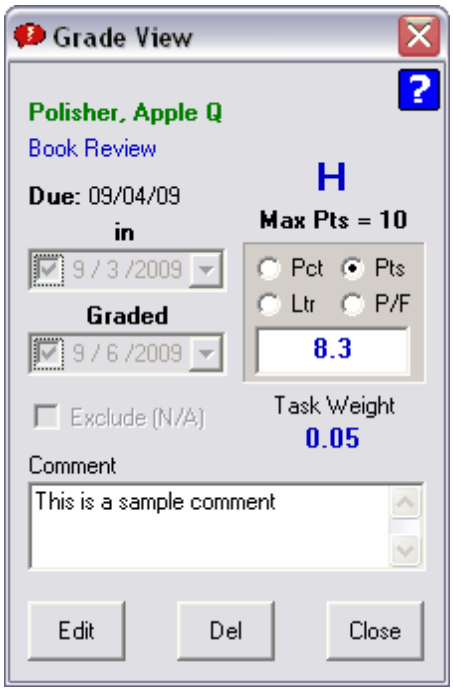

Controls

Control	Function
Student Name	name of Student associated with the selected cell
Task Name	name of Task associated with the selected cell (as it appears on **TERM Tasks** 261)
Due Date	the due date established when the Task was added to the Task List; editable from **TERM Tasks** 261, via **Current Task Viewer** 263
in Date Selector	the date the Task was handed-in; if not checked, the Task has not been handed-in
Graded Date Selector	the date the Task was graded; if not checked, the Task has not been graded
Task Code	the Task Code from the **Course Archive** 195
Max Pts	maximum point value when **Pts Option** is selected or **PC Algorithm** is in effect
Grade Type	available grade data types
Pct Option	if shown selected, grade is a percent
Pts Option	if shown selected, grade is in points
Ltr Option	if shown selected, grade is one of the **Grading Bands** 122
P/F Option	if shown selected, grade is **Pass** (=100%) or **Fail** (=0%)
Grade Window	the value of the grade

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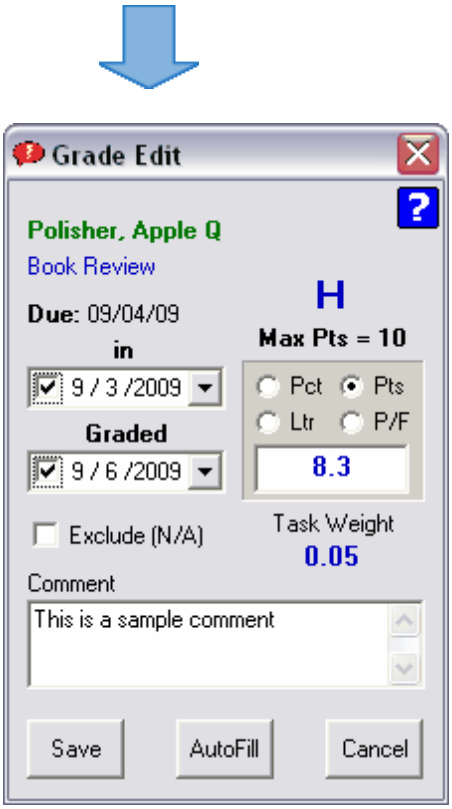
Exclude (N/A) Checkbox	if checked, Task has been excluded from Term grade calculation
Task Weight	(**WO**/**WC** only) relative weight of Task as set in **TERM Calculation Scheme** 293
Comment Text Box	miscellaneous text associated with the grade (if grade exists yet)
Edit Button	clicking opens up the Grade Edit version of the form (see below)
Del Button	after confirmation, deletes the entire grade record and produces a blank cell on the data grid

Clicking **Edit** brings up the **Grade Edit** version of the form:



This form is identical to **Grade Entry Form** 274 except that existing data is displayed. Edits can be made and then finalized with **Save**. After a confirmation request, **AutoFill** saves displayed data in the selected cell ***plus all other Holes*** for the current Task (including [in] and Comment types).

5.5.4.4 Grade Holes Report

Grade Holes Report appears after clicking on the **Holes Button** of the **TERM Grades** 269 Tab:

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Screenshot

Cells with Holes are shaded!

The Holes calculation also results in shading cells with Holes on the **TERM Grades** data grid with a light yellow background, making them easy to find and correct.

5.5.4.5 Grade Reports Selector

Grade Reports Selector appears when **Report Button** is clicked in TERM Grades 269. It makes possible extremely quick selection and creation of a number of preformatted Grade reports, for all students at once or just for selected ones. All Reports are printable/emailable as PDF's:

- Student Grades by Task
- Student Grades by Task Code and Category
- Section Grade Averages
- Section Grade Holes
- Section Gradebook Grid

Screenshot

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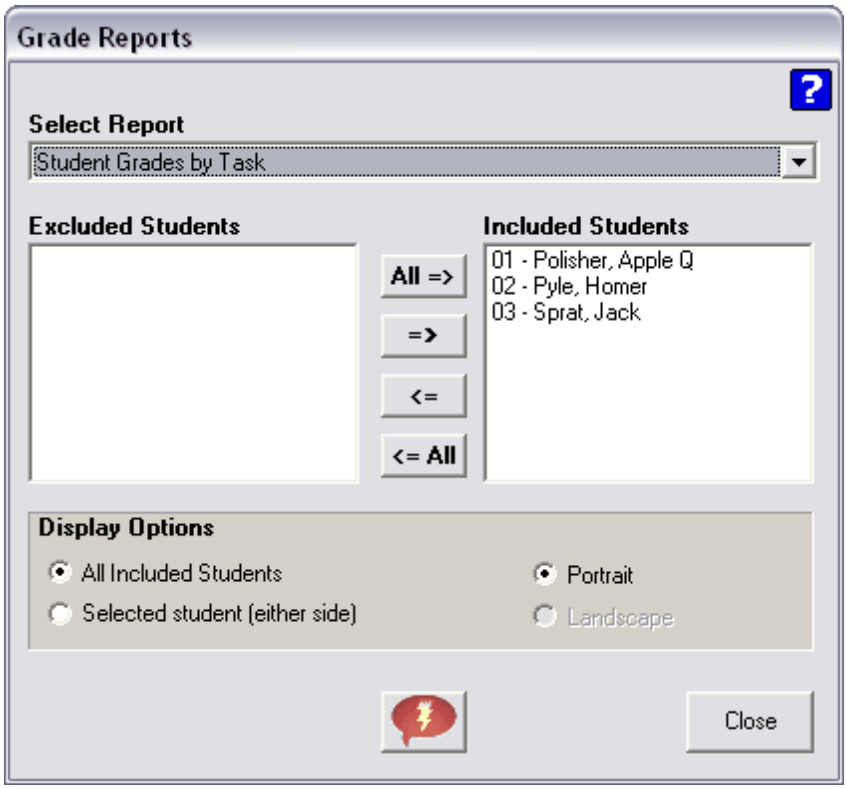

Controls

Control	Function
Select Report	drop-down pick list of available Reports (see list above)
Excluded Students	students to be excluded from the Report
=> All Button	moves all **Excluded Students** to the **Included** side
=> Button	moves a single student from the **Included** side to the **Excluded** side
<= Button	moves a single student from the **Excluded** side to the **Included** side
<= All Button	moves all **Included Students** to the **Excluded** side
Included Students	students to be included in the Report
Display Options Panel	Report display options
All Included Students	bundles all Included Students into a single Report
Selected student	includes only a single highlighted Student in the Report; may be selected from **Included Students** *or* **Excluded Students**
Portrait	displays Report in **Portrait** orientation (8.5"W x 11"H)
Landscape	(when available) displays Report in **Landscape** orientation (11"W x 8.5"H)
Report Button	clicking displays the selected Report

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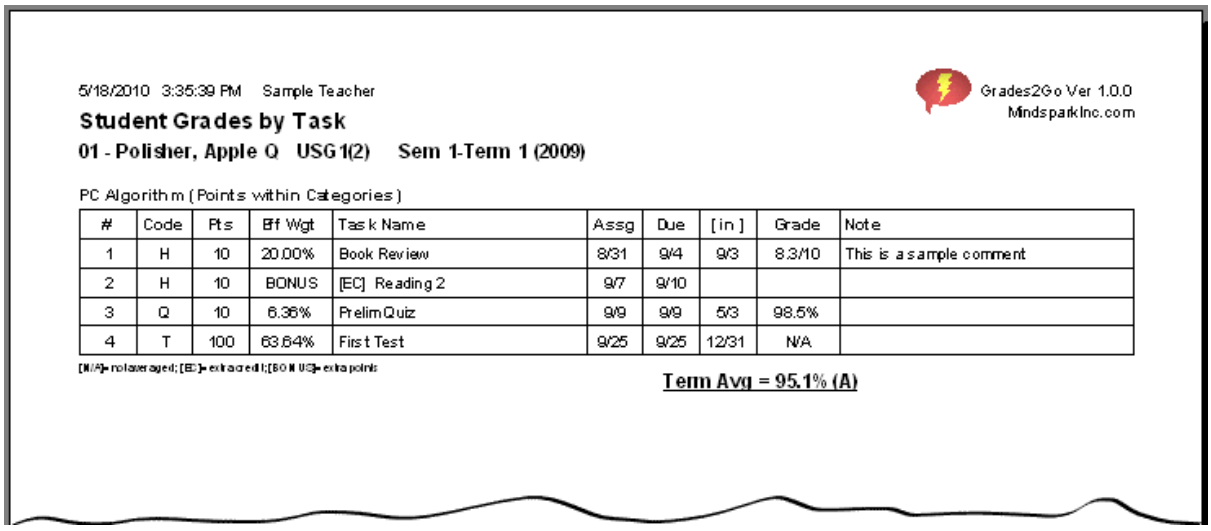
5.5.4.5.1 Grade Reports

Grade Reports are formatted reports of information on the **TERM Grades** 269 data grid, displayed when the **Grade Reports Selector** 279 **Report Button** is clicked. Reports appear within Mindspark's standard **Report Handler** 361, which allows them to be easily viewed, printed, saved to PDFs, or emailed to others. However, they should be thought of as working reports, for a teacher's or school's internal purposes. Reports intended for distribution to Students or Parents (eg **Progress Reports**) should be created via the **Communications Wizard** 335 tab.

Data shown on these samples is covered in **TERM Grades** 269 and should be self-explanatory. Note that values are for example purposes only; they may nonsensical and atypical of normal use!

Report Samples

Student Grades by Task (letter-size, **Portrait** orientation, as many sheets per student as necessary)



5/18/2010 3:35:39 PM Sample Teacher

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Student Grades by Task

01 - Polisher, Apple Q USG1(2) Sem 1-Term 1 (2009)

PC Algorithm (Points within Categories)

#	Code	Pts	Eff Wgt	Task Name	Assg	Due	[in]	Grade	Note
1	H	10	20.00%	Book Review	8/31	9/4	9/3	8.3/10	This is a sample comment
2	H	10	BONUS	[EC] Reading 2	9/7	9/10			
3	Q	10	6.36%	Prelim Quiz	9/9	9/9	5/3	98.5%	
4	T	100	63.64%	First Test	9/25	9/25	12/31	N/A	

[N/A]= not averaged; [EC]= extra credit; [BONUS]= extra points

Term Avg = 95.1% (A)

Student Grades by Task Code and Category (letter-size, **Portrait** orientation, one sheet per student)

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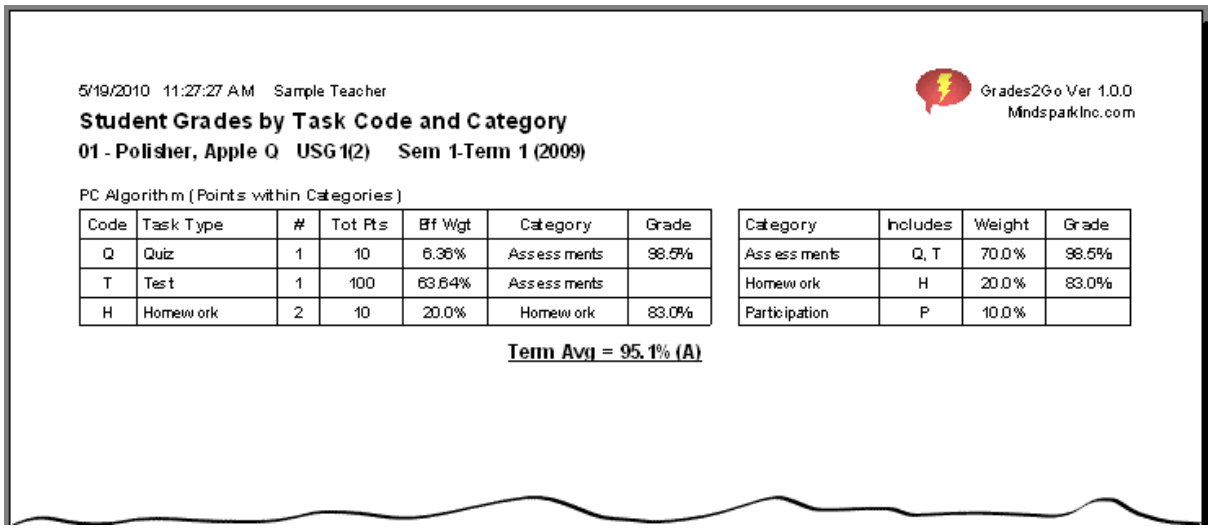

5/19/2010 11:27:27 AM Sample Teacher

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Student Grades by Task Code and Category

01 - Polisher, Apple Q USG 1(2) Sem 1-Term 1 (2009)

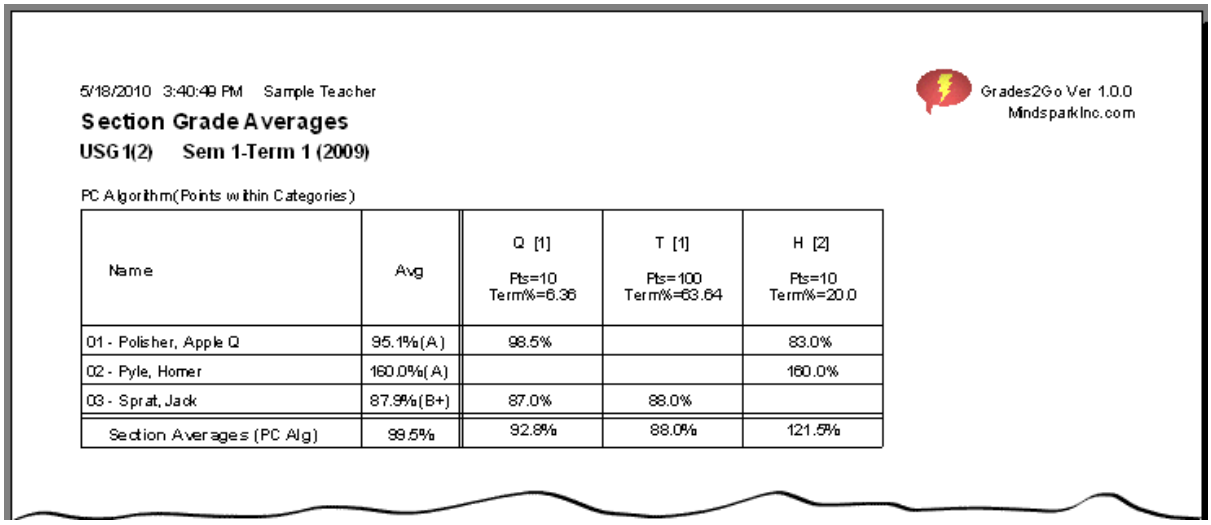
PC Algorithm (Points within Categories)

Code	Task Type	#	Tot Pts	Eff Wgt	Category	Grade
Q	Quiz	1	10	6.36%	Assessments	98.5%
T	Test	1	100	63.64%	Assessments	
H	Homework	2	10	20.0%	Homework	83.0%

Category	Includes	Weight	Grade
Assessments	Q, T	70.0%	98.5%
Homework	H	20.0%	83.0%
Participation	P	10.0%	

Term Avg = 95.1% (A)

Section Grade Averages (letter-size, **Portrait** orientation, as many sheets as necessary)



5/18/2010 3:40:49 PM Sample Teacher

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Section Grade Averages

USG 1(2) Sem 1-Term 1 (2009)

PC Algorithm(Points within Categories)

Name	Avg	Q [1] Pts=10 Term%=6.36	T [1] Pts=100 Term%=63.64	H [2] Pts=10 Term%=20.0
01 - Polisher, Apple Q	95.1%(A)	98.5%		83.0%
02 - Pyle, Homer	160.0%(A)			160.0%
03 - Sprat, Jack	87.9%(B+)	87.0%	88.0%	
Section Averages (PC Alg)	99.5%	92.8%	88.0%	121.5%

Section Grade Holes (letter-size, **Portrait** orientation, as many sheets as necessary)

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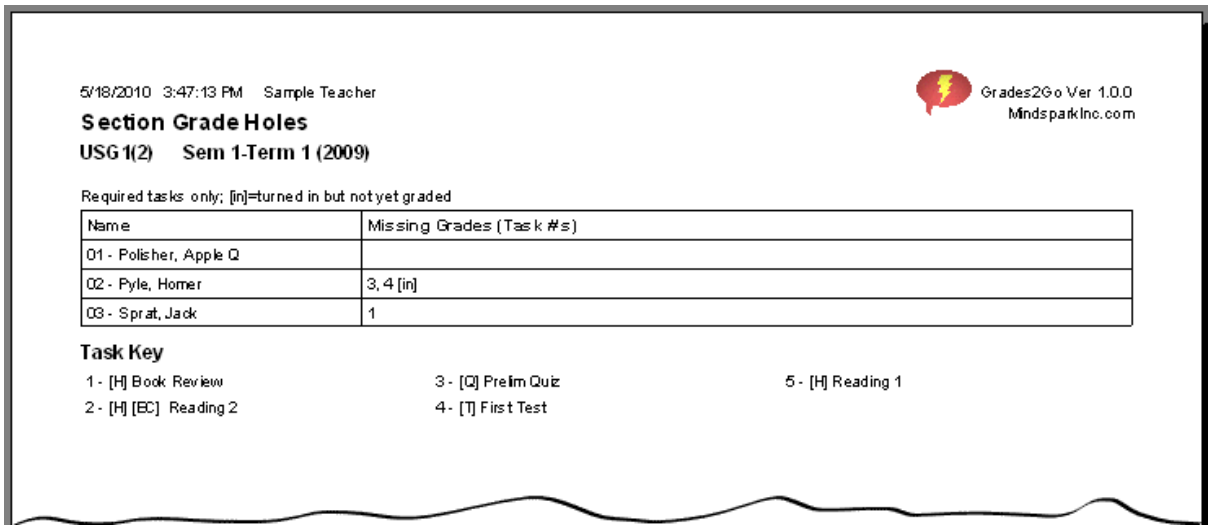


5/18/2010 3:47:13 PM Sample Teacher

Grades2Go Ver 1.0.0
MindsparkInc.com

Section Grade Holes

USG1(2) Sem 1-Term 1 (2009)

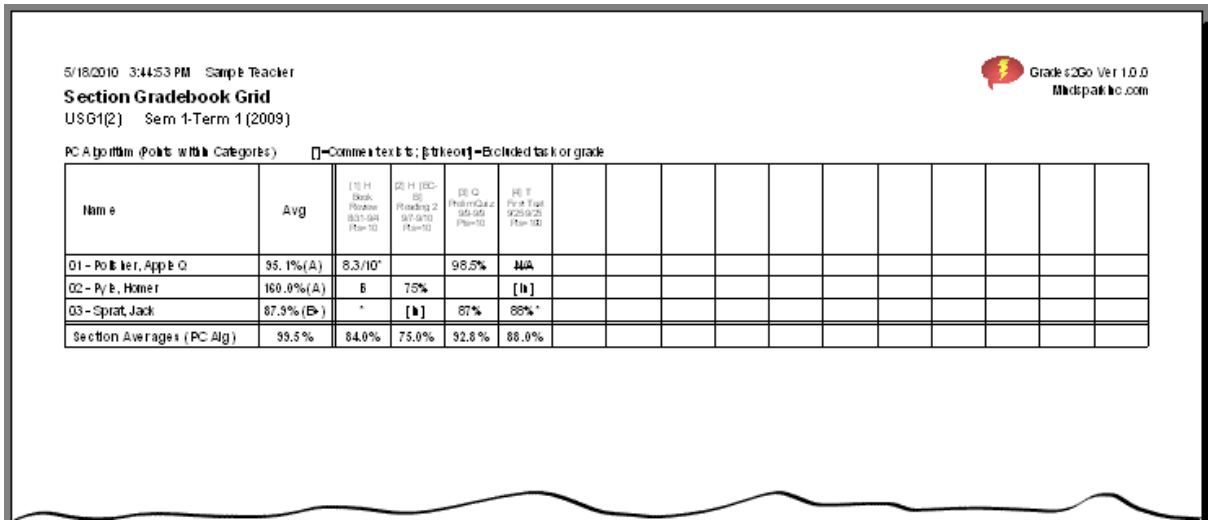
Required tasks only; [in]=turned in but not yet graded

Name	Missing Grades (Task #s)
01 - Polisher, Apple Q	
02 - Pyle, Homer	3, 4 [in]
03 - Sprat, Jack	1

Task Key

1 - [H] Book Review
2 - [H] [EC] Reading 2
3 - [Q] Prelim Quiz
4 - [T] First Test
5 - [H] Reading 1

Section Gradebook Grid (letter-size, **Landscape** orientation, as many sheets as necessary)



5/18/2010 3:44:53 PM Sample Teacher

Grades2Go Ver 1.0.0
MindsparkInc.com

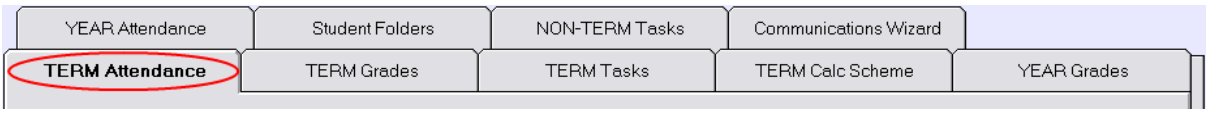
Section Gradebook Grid

USG1(2) Sem 1-Term 1 (2009)

PC Algorithm (Points within Categories) []=Comment text tip; [strikeout]=Excluded task or grade

Name	Avg	[1] H Book Review 8/31-9/4 Pts=10	[2] H [EC] [E] Reading 2 9/7-9/10 Pts=10	[3] Q Prelim Quiz 9/8-9/8 Pts=10	[4] T First Test 9/25-9/25 Pts=150											
01 - Polisher, Apple Q	95.1%(A)	8.3/10*		98.5%	N/A											
02 - Pyle, Homer	160.0%(A)	8	75%		[in]											
03 - Sprat, Jack	87.9%(B+)	*	[in]	87%	88%*											
Section Averages (PC Alg)	99.5%	84.0%	75.0%	92.8%	88.0%											

5.5.5 Tab: TERM Attendance



TERM Attendance shows all attendance marks for the currently viewed Term. Various **Mark Tools** are provided to facilitate data entry. Marks can be entered on the grid as **P** (**Present**; also shown as /), **A** (**Absent**), **T** (**Tardy**), and **E** (Absent but **Excused**). **Comment** text can be attached to any attendance cell, with or without a mark.

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To save tons of time, don't mark attendance if Present!

Because Grades2Go™ has an automatic **P-**entry feature, save lots of time by ***not*** entering **P**'s on a daily basis. Enter only if **A**, **T**, **E**, or **Comment**. Then, click the **Holes Button** occasionally and say **Yes** to its offer to mark all **Holes** as **P**resent!

Grades2Go™ automatically creates some useful summaries of **TERM Attendance** data as part of the display:

- Student Absence Rate (**A%** column at far right)
- Student Attendance by Mark Type (last four columns on grid)
- Section Daily Unmarked Totals (row after last Student)
- Section Attendance by Mark Type (bottom four rows)

In addition, various formatted **Reports** 289 for the viewed term are available within a few clicks of the mouse. All Reports are printable/emailable as PDF's:

- Student Attendance by Mark Type
- Section Attendance by Mark Type
- Section Attendance Comments
- Section Attendance Grid

Screenshot

(right-hand end of grid)

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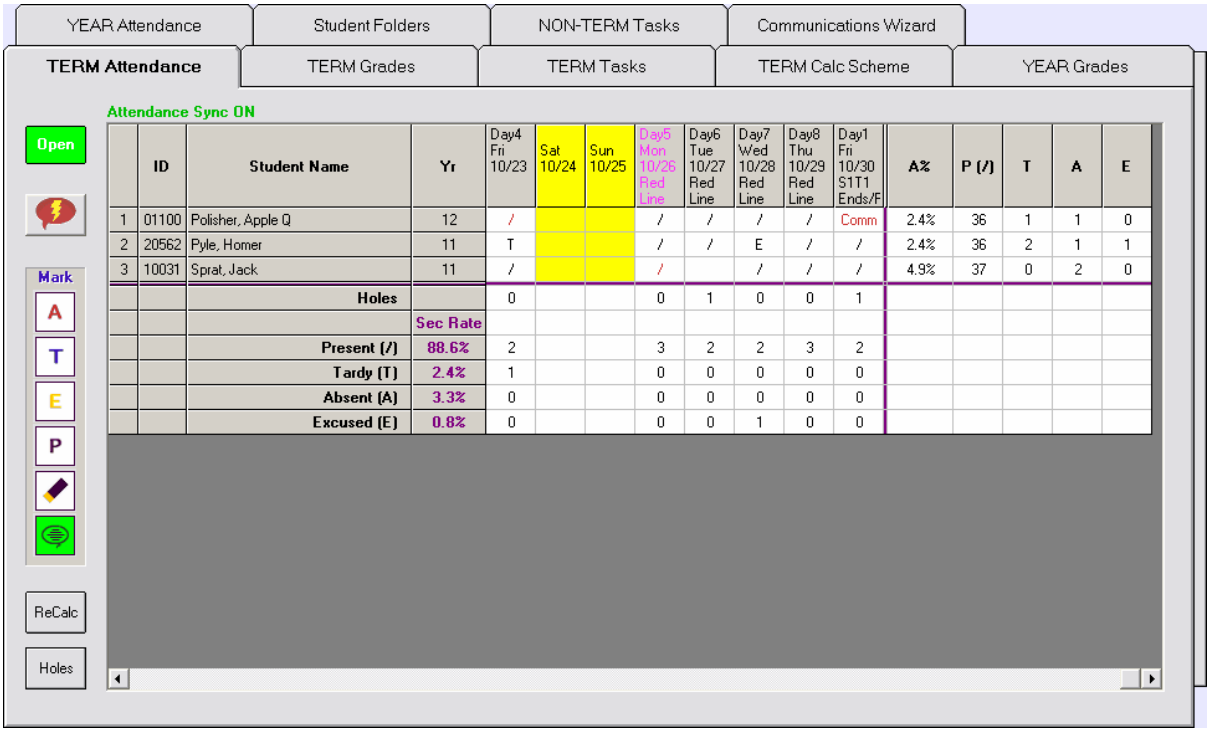

Data Grid

Column	Data Description
(left-most)	sequential Student number (no particular significance)
ID	ID number of Student
Student Name	name of Student (last, first + middle)
Yr	grade level
Calendar Days	one column for each calendar day in the **Term**, from beginning to end, including days school is not in session; non-school-day columns (eg weekends) have a yellow background; information in the header is formatted as follows: **Day#** day of rotation (rotating schedules) or sequential day of the rotating) **Day of the Week** Mon, Tue, Wed, Thu, Fri, Sat or Sun **Mo/Dy** month/day **Day Name/Event** special day name or event description (see **Key Days** tab in 103) column header is colored according to the Task Code type (**Teacher Task Codes** 150); data cells for Extra Credit **[EC]** and **[EC-B]** columns have a light blue background, distinguishable from usual assignments
Mark Type Summaries	right-most columns; Student attendance in viewed Term, summarized by type of attendance mark

A%	**A**bsence rate (excludes **E**xcused absences)
P [/]	number of days **P**resent (note that days can be marked "**/**")
T	number of days **T**ardy
A	number of days **A**bsent
E	number of days **E**xcused (Absent but excused)
Sec Rate	special column within **Section Summaries** rows (see below); shows Section attendance rate for each **Mark Type**

Special Rows	Data Description
Holes	for each class day, shows number of Students without attendance marks (holes); this total is always accurate and ***not*** dependent on the **Holes Button**)
Section Summaries	**Sec Rate** column shows Section attendance rate for each **Mark Type**; **Calendar Day** columns show daily Section totals for each **Mark Type**

Cell Content Types	Data Description/Function
(empty)	no **Mark Type** entered yet; double-clicking cell opens **Comment Form** for making a comment without an attendance mark (assuming **Comment Tool** selected); counted as a **Hole**
Comm	cell has **Comment** attached; double-clicking shows **Comment** text (assuming **Comment Tool** selected); counted as a **Hole**
P or /	Student marked **P**resent
T	Student marked **T**ardy
A	Student marked **A**bsent
E	Student marked **E**xcused (**E**xcused absence)
(any Marks in red)	mark has a Comment attached; double-clicking shows **Comment** text (assuming **Comment Tool** selected)
	indicates Student has dropped the Section and is not enrolled for the selected day

Controls

Control	Function
Attend Sync Status	shows mobile sync status (ON or OFF) for attendance data (**Attend Module**)
Open or Posted	**Term status indicator** showing whether **Open** (editing enabled) or **Posted** (further editing disabled); corresponds to checkmarks on **Post** 241
	Report Button opens the **Attendance Reports Selector** 289
Mark Tools Panel	collection of Attendance **Mark Tools**; only one can be selected at a time; active

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selection is green

selects **Absent Tool**; cursor changes to a blue rectangle; clicking on a cell replaces its contents with a black **A** (unless a **Comment** already exists, in which case a red **A** is placed)

selects **Tardy Tool**; cursor changes to a blue rectangle; clicking on a cell replaces its contents with a black **T** (unless a **Comment** already exists, in which case a red **T** is placed)

selects **Excused Tool**; cursor changes to a blue rectangle; clicking on a cell replaces its contents with a black **E** (unless a **Comment** already exists, in which case a red **E** is placed)

selects **Present Tool**; cursor changes to a blue rectangle; clicking on a cell replaces its contents with a black **P** (unless a **Comment** already exists, in which case a red **P** is placed)

selects **Eraser Tool**; cursor changes to a blue rectangle; clicking on a cell removes the existing Mark (unless a **Comment** exists, in which case **Comm** remains in the cell

selects **Comment Tool**, the default that is set whenever **Dashboard** is opened or **Tab** is changed; cursor is the standard one; double-clicking on a cell opens **Comment Form** 287

ReCalc Button — clicking causes a complete recalculation of Section data, including attendance rates; if text is **red**, **Recalc** is necessary before displayed rates can be trusted

Holes Button — performs an Attendance Holes calculation for the viewed Term and generates an **Attendance Holes Report** 288; simultaneously shades Hole cells on **TERM Attendance** 283 data grid for easy identification and correction (note that Hole totals shown on the **Holes** line are always accurate and ***not*** dependent on this control)

Attendance columns can be temporarily resized for better viewing!

If you can't see all the text in a column header, grab a column line within the header area (left-click on it and hold), drag to increase the width, and release.

5.5.5.1 Attendance Comment Form

Attendance Comment Form is displayed whenever a **TERM Attendance** 283 cell is double-clicked with the **Comment Tool** selected (the default). If the cell is empty, it opens in **Edit** mode automatically; otherwise, it appears as shown. To delete a Comment, use this form to remove the text via **Edit**, and then **Save**.

Screenshot

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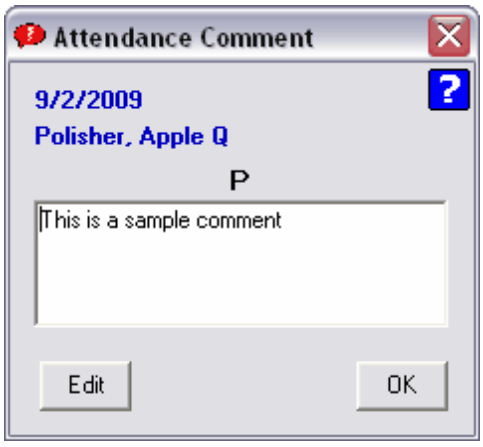


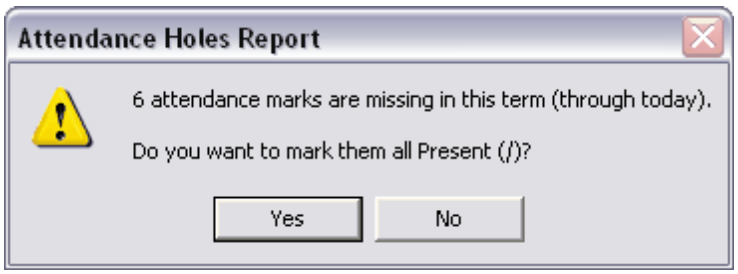
Controls

Control	Function
Attendance Date	calendar date of the clicked cell
Student Name	Student Name for the clicked cell
Mark Type	Mark that exists for the clicked cell; if none, indicates "**(Comment Only)**"
Comment Text	text of the Comment
Edit Button	opens **Comment Text** for editing and makes **Save Button** visible
Save Button	saves edited Comment (visible only after **Edit** is pushed)

5.5.5.2 Attendance Holes Report

Attendance Holes Report appears after clicking on the **Holes Button** of the TERM Attendance 283 Tab. It also provides an opportunity to mark all Holes with a **P** automatically — which can be a huge timesaver (see **Tip** below)!

Screenshot


Attendance Holes Report
6 attendance marks are missing in this term (through today).
Do you want to mark them all Present (/)?
Yes
No

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To save tons of time, don't mark attendance if Present!

Because Grades2Go™ has an automatic **P**-entry feature, save lots of time by ***not*** entering **P**'s on a daily basis. Enter only if **A**, **T**, **E**, or **Comment**. Then, click the **Holes Button** occasionally and say **Yes** to its offer to mark all **Holes** as **P**resent!

Cells with Holes are shaded!

The Holes calculation also results in shading cells with Holes on the **TERM Attendance** data grid with a light yellow background, making them easy to find and correct. The **Holes** row is also helpful in identifying empty cells.

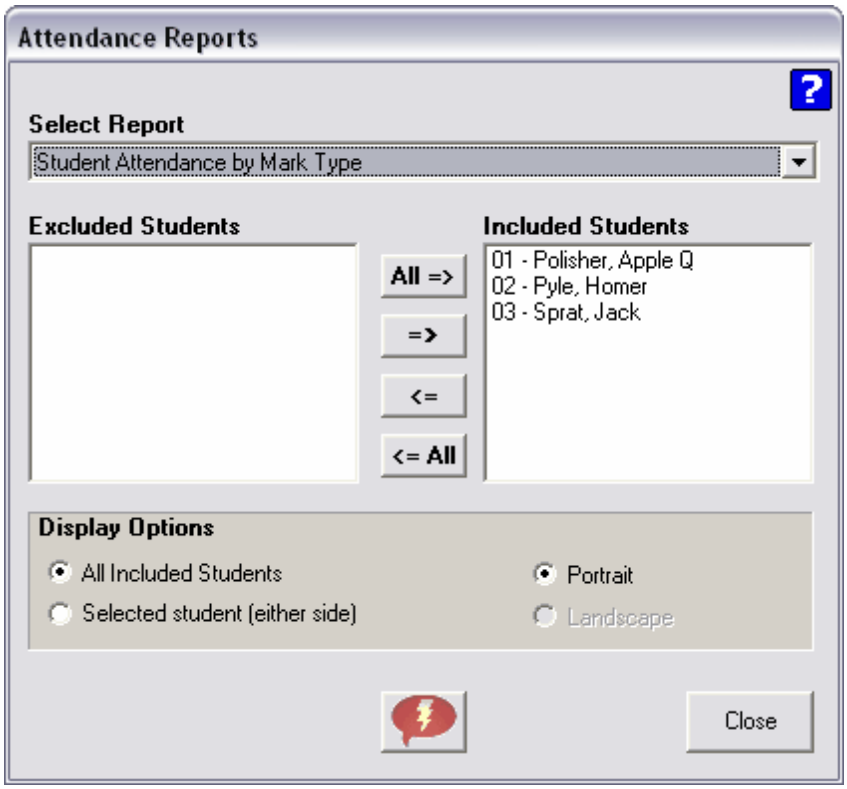
5.5.5.3 Attendance Reports Selector

Attendance Reports Selector appears when **Report Button** is clicked in TERM Attendance 283 (preceded by Attendance Holes Report 288 if Holes exist). It makes possible extremely quick selection and creation of a number of preformatted Attendance reports, for all students at once or just for selected ones. All Reports are printable/emailable as PDF's:

- Student Attendance by Mark Type
- Section Attendance by Mark Type
- Section Attendance Comments
- Section Attendance Grid

Screenshot

© 2012 Mindspark Inc



Controls

Control	Function
Select Report	drop-down pick list of available Reports (see list above)
Excluded Students	students to be excluded from the Report
=> All Button	moves all **Excluded Students** to the **Included** side
=> Button	moves a single student from the **Included** side to the **Excluded** side
<= Button	moves a single student from the **Excluded** side to the **Included** side
<= All Button	moves all **Included Students** to the **Excluded** side
Included Students	students to be included in the Report
Display Options Panel	Report display options
All Included Students	bundles all Included Students into a single Report
Selected student	includes only a single highlighted Student in the Report; may be selected from **Included Students** *or* **Excluded Students**
Portrait	displays Report in **Portrait** orientation (8.5"W x 11"H)
Landscape	(when available) displays Report in **Landscape** orientation (8.5"W x 11"H)
Report Button	clicking displays the selected Report

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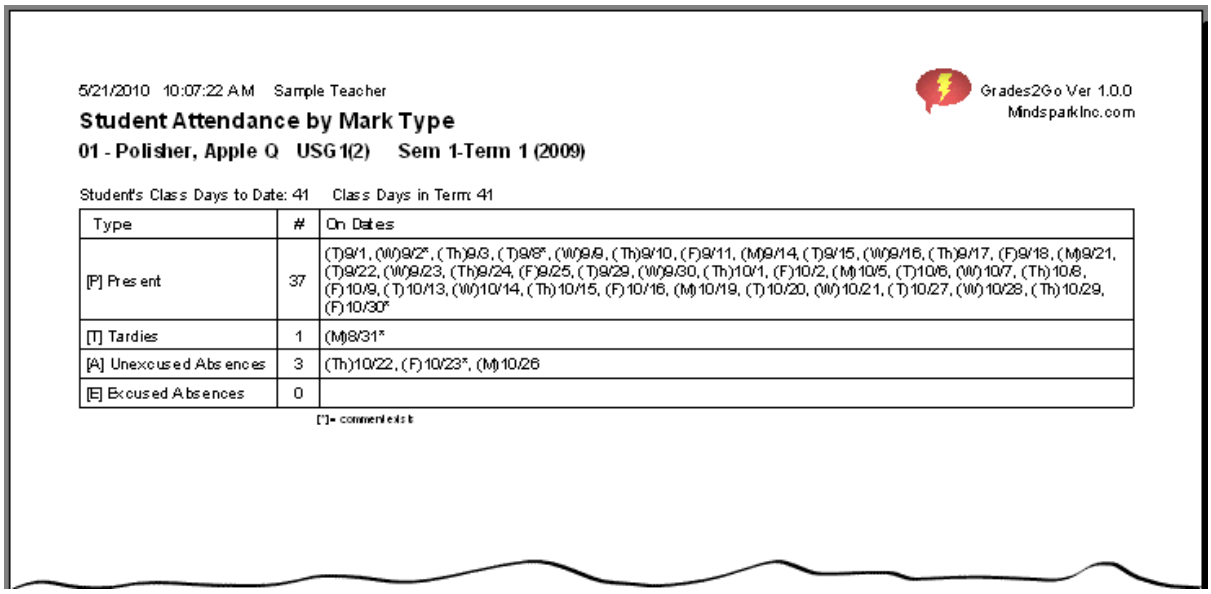
5.5.5.3.1 Attendance Report Samples

Attendance Reports are formatted reports of information on the **TERM Attendance** 283 data grid, displayed when the **Attendance Reports Selector** 289 **Report Button** is clicked. Reports appear within Mindspark's standard **Report Handler** 361, which allows them to be easily viewed, printed, saved to PDFs, or emailed to others. However, they should be thought of as working reports, for a teacher's or school's internal purposes. Reports intended for distribution to Students or Parents (eg **Progress Reports**) should be created via the **Communications Wizard** 335 tab.

Data shown on these samples is covered in **TERM Attendance** 283 and should be self-explanatory. Note that values are for example purposes only; they may nonsensical and untypical of normal use!

Report Samples

Student Attendance by Mark Type (letter-size, **Portrait** orientation, as many sheets per student as necessary)



5/21/2010 10:07:22 AM Sample Teacher

Grades2Go Ver 1.0.0
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Student Attendance by Mark Type

01 - Polisher, Apple Q USG1(2) Sem 1-Term 1 (2009)

Student's Class Days to Date: 41 Class Days in Term: 41

Type	#	On Dates
[P] Present	37	(T)9/1, (W)9/2*, (Th)9/3, (T)9/8*, (W)9/9, (Th)9/10, (F)9/11, (M)9/14, (T)9/15, (W)9/16, (Th)9/17, (F)9/18, (M)9/21, (T)9/22, (W)9/23, (Th)9/24, (F)9/25, (T)9/29, (W)9/30, (Th)10/1, (F)10/2, (M)10/5, (T)10/6, (W)10/7, (Th)10/8, (F)10/9, (T)10/13, (W)10/14, (Th)10/15, (F)10/16, (M)10/19, (T)10/20, (W)10/21, (T)10/27, (W)10/28, (Th)10/29, (F)10/30*
[T] Tardies	1	(M)8/31*
[A] Unexcused Absences	3	(Th)10/22, (F)10/23*, (M)10/26
[E] Excused Absences	0	

[*]= comment exists

Section Attendance by Mark Type (letter-size, **Portrait** orientation, as many sheets as necessary)

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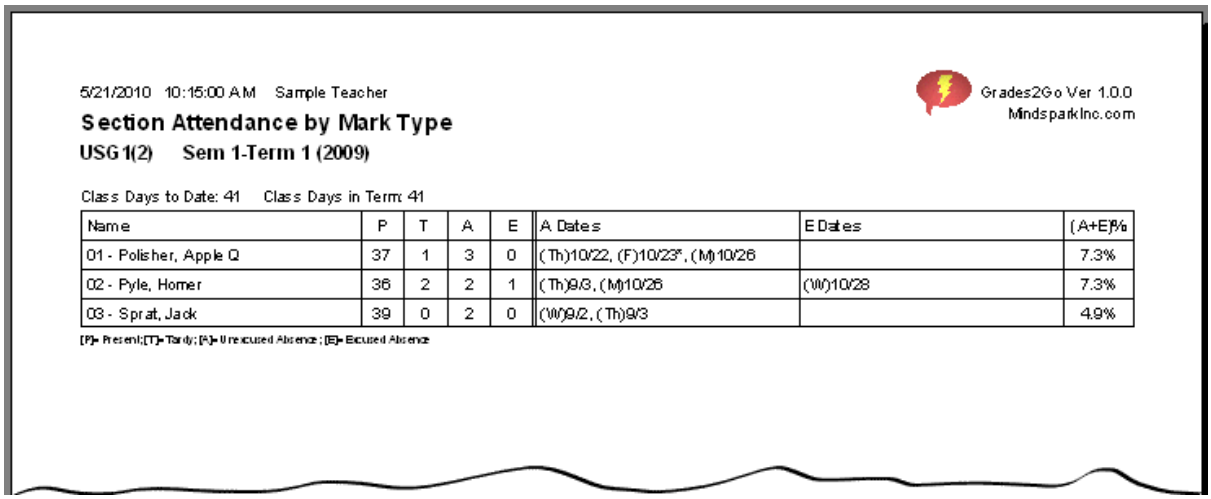


5/21/2010 10:15:00 AM Sample Teacher

Grades2Go Ver 1.0.0
MindsparkInc.com

Section Attendance by Mark Type

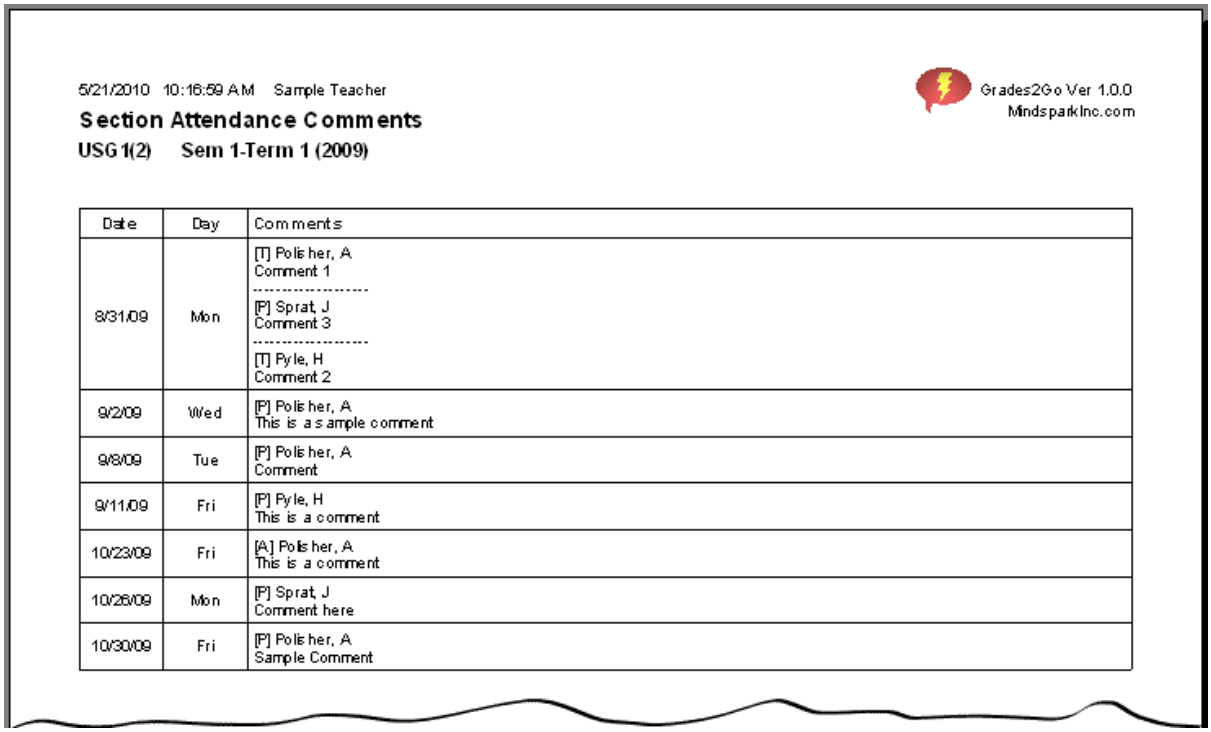
USG 1(2) Sem 1-Term 1 (2009)

Class Days to Date: 41 Class Days in Term: 41

Name	P	T	A	E	A Dates	E Dates	(A+E)%
01 - Polisher, Apple Q	37	1	3	0	(Th)10/22, (F)10/23*, (M)10/26		7.3%
02 - Pyle, Homer	36	2	2	1	(Th)9/3, (M)10/26	(W)10/28	7.3%
03 - Sprat, Jack	39	0	2	0	(W)9/2, (Th)9/3		4.9%

[P]= Present;[T]= Tardy;[A]= Unexcused Absence;[E]= Excused Absence

Section Attendance Comments (letter-size, **Portrait** orientation, as many sheets as necessary)



5/21/2010 10:16:59 AM Sample Teacher

Grades2Go Ver 1.0.0
MindsparkInc.com

Section Attendance Comments

USG 1(2) Sem 1-Term 1 (2009)

Date	Day	Comments
8/31/09	Mon	[T] Polisher, A Comment 1 ---------- [P] Sprat, J Comment 3 ---------- [T] Pyle, H Comment 2
9/2/09	Wed	[P] Polisher, A This is a sample comment
9/8/09	Tue	[P] Polisher, A Comment
9/11/09	Fri	[P] Pyle, H This is a comment
10/23/09	Fri	[A] Polisher, A This is a comment
10/26/09	Mon	[P] Sprat, J Comment here
10/30/09	Fri	[P] Polisher, A Sample Comment

Section Attendance Grid (letter-size, **Landscape** orientation, as many sheets as necessary)

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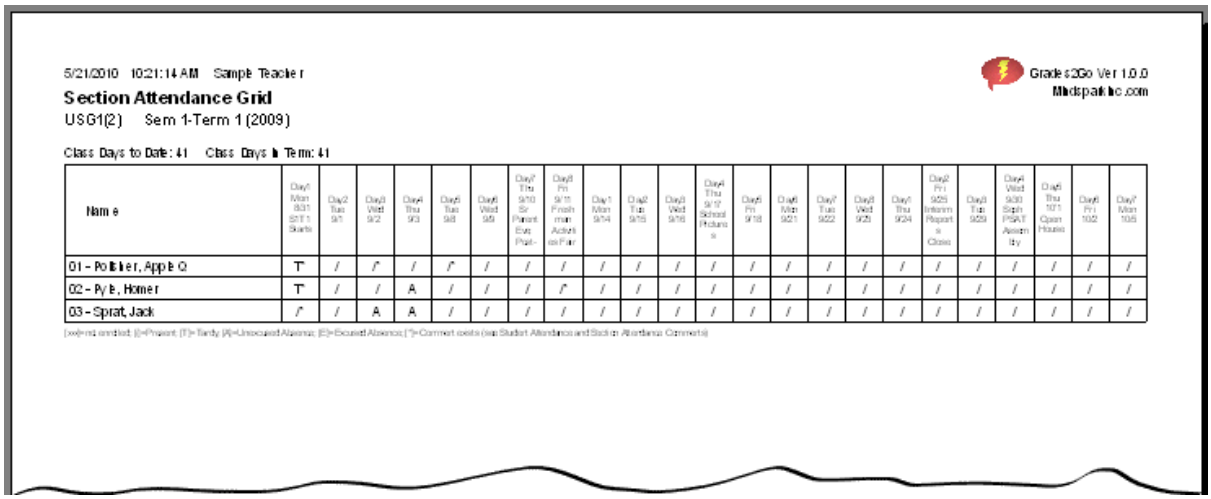
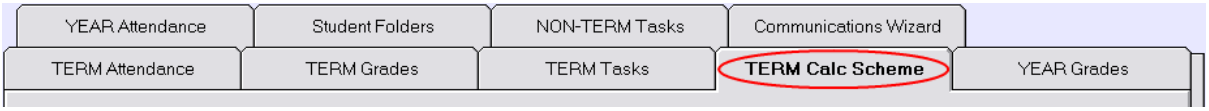

5/21/2010 10:21:14 AM Sample Teacher
Grades2Go Ver 1.0.0
Mindspark Inc.com
Section Attendance Grid
USG1(2) Sem 1-Term 1 (2009)
Class Days to Date: 41 Class Days in Term: 41
Name
01 - Polisher, Apple Q
02 - Pyle, Homer
03 - Sprat, Jack

5.5.6 Tab: TERM Calc Scheme



TERM Calc Scheme controls calculation of the Term grade. If desired (though usually not!), each Term may have its own completely unique Calculation Scheme, including choice of **Grading Algorithm** 71. Initial settings are controlled by the default **Grading Algorithm** setting in **Teacher Profile** 156 as well as **Code** and **Category** settings in **Teacher Grading** 150. These settings can all be customized for the viewed Term without affecting collected data, making this Tab ideal for "what if" experimentation when deciding a suitable Calc Scheme. However, since Calc Scheme settings can significantly affect the Term grade calculation, it is advisable that once any Reports are distributed to students/parents/ guardians, the settings should remain the same for the remainder of the Term.

Choice of a Grading Algorithm — Not Urgent!

The design of Grades2Go™ makes it unnecessary to commit to a **Grading Algorithm** 71 at the beginning of a school year or Term. The **Grading Algorithm Indicator/Button** 259 can be used at any time to experiment with "what if" scenarios before making a final choice. However, a choice should be made before sending out any Progress Reports to students and parents/ guardians and maintained for the rest of the Term.

Depending on the **Grading Algorithm** in effect (see **Grading Alg'thm Panel** as well as **Grading Algorithm Indicator/Button** 258), the data grid takes on a slightly different appearance. A complete description of the **Codes** and **Categories Data Grids** and **Controls** appears after the images.

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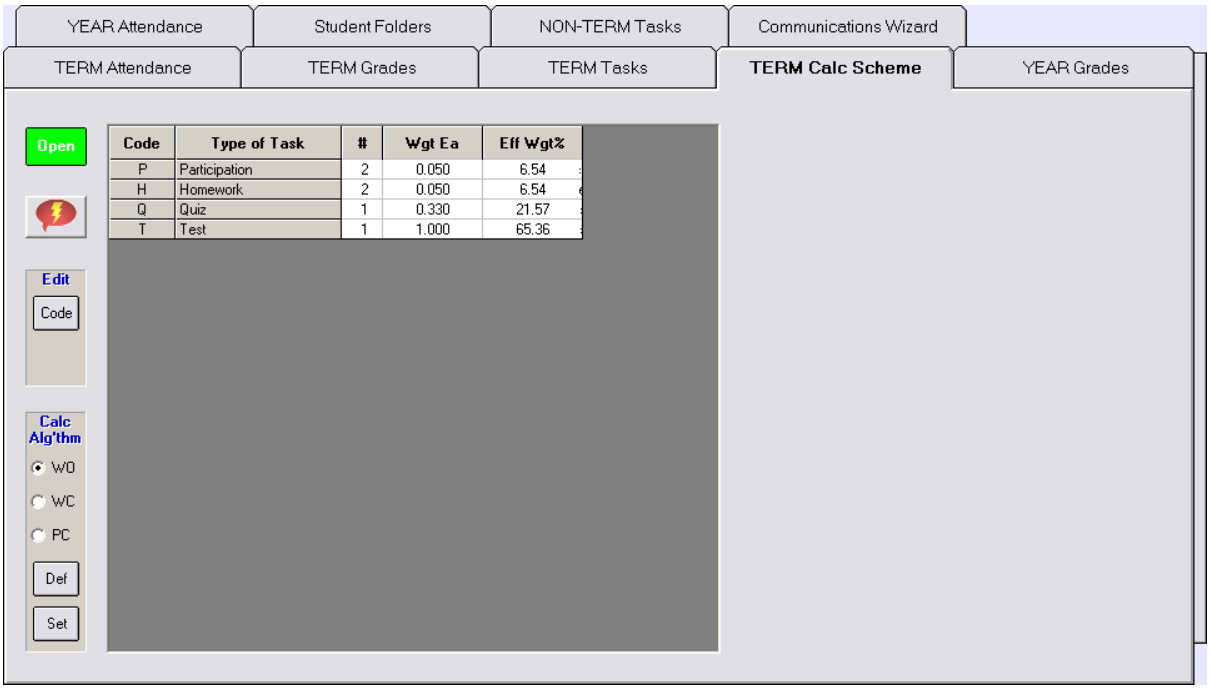
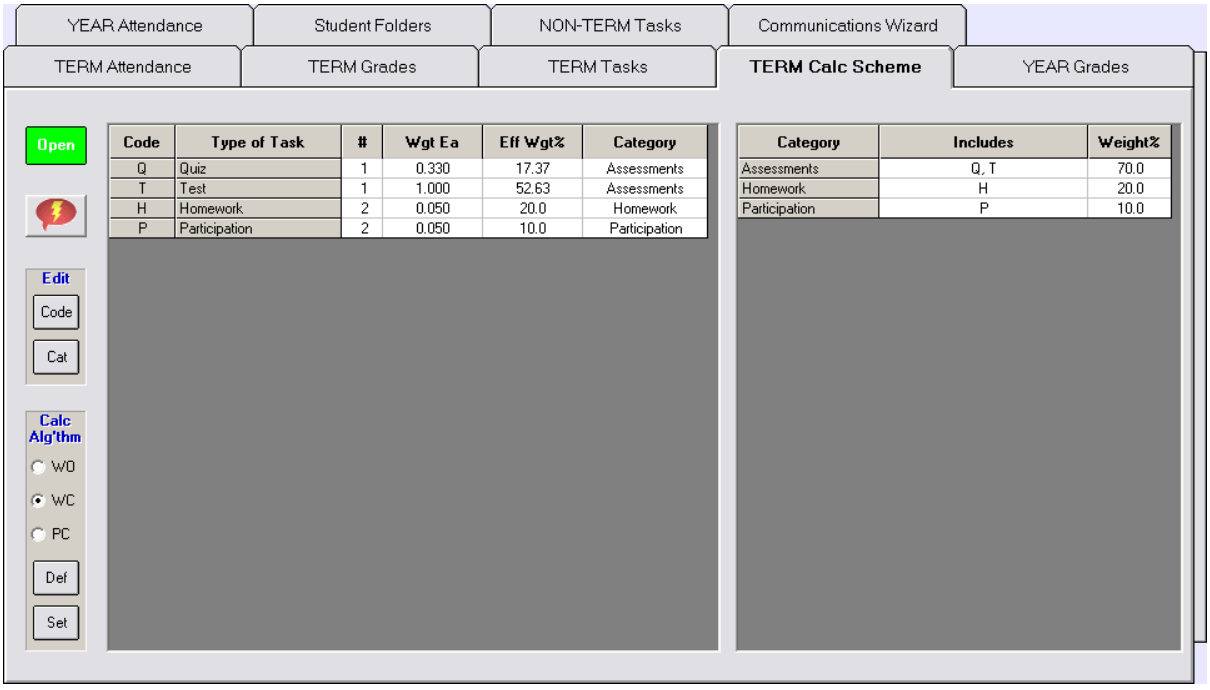
Screenshots

WO Algorithm (**W**eights **O**nly)



WC Algorithm (**W**eights within **C**ategories)



PC Algorithm (**P**oints within **C**ategories)

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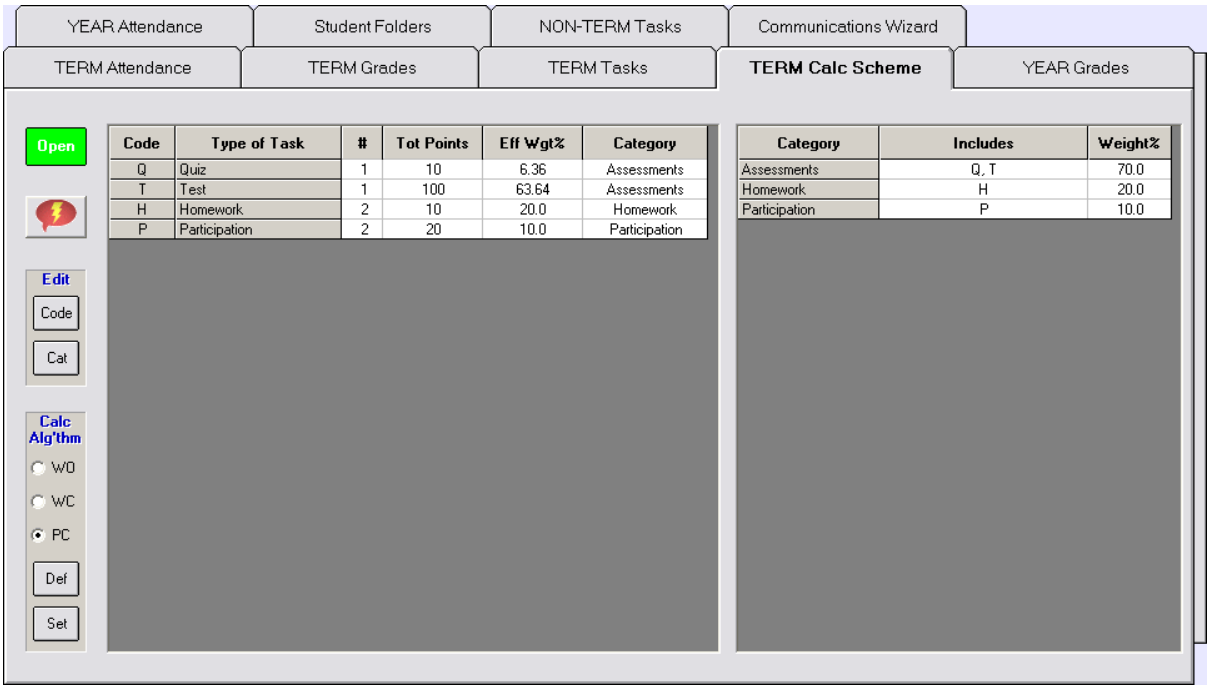

Codes Data Grid (WO/WC/PC)

Column	Data Description
	(double-clicking any row opens the **Term Code Editor** 298; equivalent to **Code Button**)
Code	Task Codes used in the viewed Term **Note:** if a **Code** appears in **red**, it was removed from **Teacher Task Codes** 150 after the Section was first created; an **alert** appears at the top of the grid (see **Alerts** below); calculations are **not** affected, but Code must be added to **Teacher Task Codes** 150 to remove the **alert**
Type of Task	common name of the Task Code (same **Note** as for **Code**, above)
#	number of Tasks of this Code that are used in the viewed Term (includes Extra Credit types)
Wgt Ea	the weight assigned to each Task of this Code type (**WO/WC**)
Tot Points	the sum total of maximum achievable points for all Tasks of this Code type (**PC only**); achievable points for **BONUS** tasks are ***not*** included
Eff Wgt%	the percentage portion of the entire Term grade (**Effective Weight**) attributable to this Task Code; includes all Extra Credit Tasks ***except*** **BONUS** types; column must total **100%** for credible grade calculations (but in **WC/PC** will be less until Tasks are graded in all Categories - see **Alerts**)
Category	the Category into which Tasks of this Code type are grouped (**WC/PC**)

Categories Data Grid (WC/PC)

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Column	Data Description
	(double-clicking any row opens the **Term Category Weight Editor** 300; equivalent to pushing **Cat Button**)
Category	Categories which make up the Term grade in **WC** and **PC Algorithms** **Note:** if a **Category** appears in **red**, it was removed from **Teacher Task Categories** 153 after the Section was first created; an **alert** appears at the top of the grid (see image below); calculations are **not** affected, but Category must be added to **Teacher Task Categories** 153 to remove the **alert**
Includes	the Task Codes that currently make up each Category's grade
Weight%	the percentage weight of the Category in the overall Term grade; sum must total **100%** for credible calculation of grades **Note:** if sum is less than 100%, an alert appears in the **Section Status** 258 area (see **Alerts** below) and in **Communications Wizard** 335, which cannot be initiated until sum=100%

Controls

Control	Function
or	**Term status indicator** showing whether **Open** (editing enabled) or **Posted** (further editing disabled); corresponds to checkmarks on **Post** 241
	Report Button performs a Holes calculation and then creates a printable/emailable **Section Term Tasks Report** 269 from info on the Task List; simultaneously shades Hole cells on **TERM Grades** 269 for easy identification and correction
Edit Panel	controls for editing the Codes Grid and the Category Grid
Code Button	opens the **Term Code Editor** 298 which allows the Code weights (**WO/WC**) and associated Category (**WC/PC**) to be adjusted for a highlighted Code on the Code Grid; equivalent action by double-clicking a Code line
Cat Button	opens the **Term Categories Editor** 295 which allows the Category grid to be modified by adding/removing Categories and adjusting weights, for the displayed Term only or for all Terms; weight can also be quickly adjusted by double-clicking a Category line, which opens the **Term Category Weight Editor** 300
Calc Alg'thm Options	controls the **Grading Algorithm** applied to data in the viewed Term; when Dashboard is opened, the deault Argorithm (from Teacher Profile) is selected
WO	selects the **WO Algorithm** (**W**eights **O**nly) and recalculates all data; if not the default, produces a red background for the **Currently Viewed Term Panel** and the **Grading Algorithm Indicator/Button** for the current Dashboard session
WC	selects the **WC Algorithm** (**W**eights within **C**ategories) and recalculates all data; if not the default, produces a red background for the **Currently Viewed Term Panel** and the **Grading Algorithm Indicator/Button** for the current Dashboard session
PC	selects the **PC Algorithm** (**P**oints within **C**ategories) and recalculates all data; if not the default, produces a red background for the **Currently Viewed Term Panel**

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and the **Grading Algorithm Indicator/Button** for the current Dashboard session

Def Button returns the **Grading Algorithm** to the Term Default selection

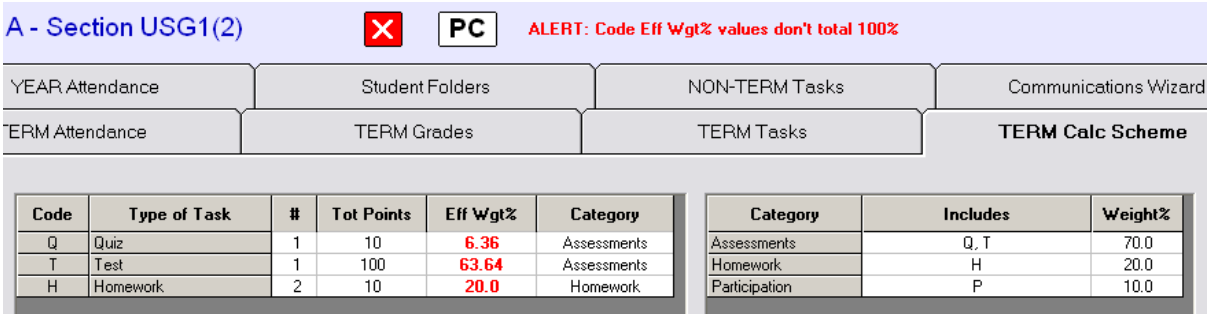
Set Button sets the Term default **Grading Algorithm** to the one currently in effect

5.5.6.1 Calculation Alerts

Calculation Alerts are generated whenever there are possible problems with elements of the Grading Algorithm. If problems exist, grade calculations may not be credible, and the Communications Wizard will not be operable util problems are resolved. This topic deals with the four types of alerts.

ALERT: Code Eff Wgt% values don't total 100% appears in **WC/PC** if the Eff Wgt% column total is not 100%. This is usually because one or more Categories don't yet have any assigned/graded Tasks, excluding those Category Weight%'s from the Eff Wgt% total (in this case, there are no [P] Participation Tasks). Adding/grading Tasks in those Categories removes the alert.

Screenshot

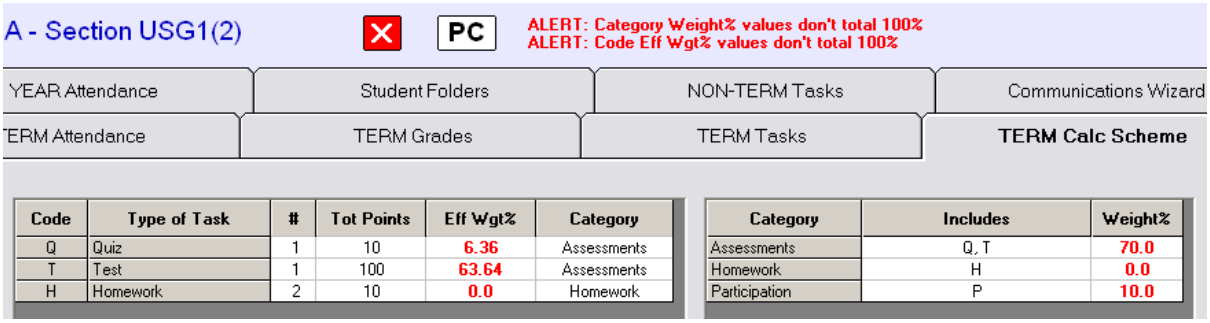


Code	Type of Task	#	Tot Points	Eff Wgt%	Category
Q	Quiz	1	10	6.36	Assessments
T	Test	1	100	63.64	Assessments
H	Homework	2	10	20.0	Homework

Category	Includes	Weight%
Assessments	Q, T	70.0
Homework	H	20.0
Participation	P	10.0

ALERT: Category Weight% values don't total 100% appears in **WC/PC** if the Weight% column total is not 100% for any reason. It is generally accompanied by the Code total alert because Category Weight problems affect Code Eff Wgt% calculations. To fix the problem, double-click on any Category row and edit the Weight%. Unless it is corrected, grade calculations won't be credible.

Screenshot



Code	Type of Task	#	Tot Points	Eff Wgt%	Category
Q	Quiz	1	10	6.36	Assessments
T	Test	1	100	63.64	Assessments
H	Homework	2	10	0.0	Homework

Category	Includes	Weight%
Assessments	Q, T	70.0
Homework	H	0.0
Participation	P	10.0

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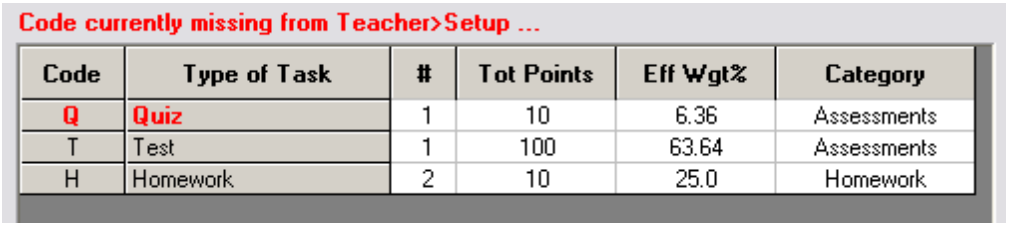
ACode currently missing from Teacher>Setup appears whenever a Task Code is no longer in **Teacher Task Codes** 150. The Code could have been deleted inadvertently, or it might no longer be in use because data for a past year is being viewed. A missing Code has no effect on grade calculations. Adding the Code back into **Teacher Task Codes** 150 removes the alert.

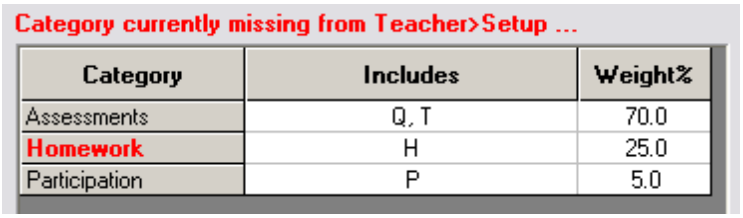
Screenshot


Code currently missing from Teacher>Setup ...

Code	Type of Task	#	Tot Points	Eff Wgt%	Category
Q	Quiz	1	10	6.36	Assessments
T	Test	1	100	63.64	Assessments
H	Homework	2	10	25.0	Homework

Category currently missing from Teacher>Setup appears in **WC/PC** whenever a Task Category is no longer in **Teacher Task Categories** 153. The Category could have been deleted inadvertently, or it might no longer be in use because data for a past year is being viewed. This has no effect on grade calculations. Adding the Category back into **Teacher Task Categories** 153 removes the alert.

Screenshot


Category currently missing from Teacher>Setup ...

Category	Includes	Weight%
Assessments	Q, T	70.0
Homework	H	25.0
Participation	P	5.0

5.5.6.2 Term Code Editor

Term Code Editor adjusts the Weight and Category for a selected Term Code. It is displayed after pushing **Code Button** on the **TERM Calc Scheme** 293 tab., or by double-clicking a line on the **TERM Calc Scheme** 293 Code grid.

Screenshot

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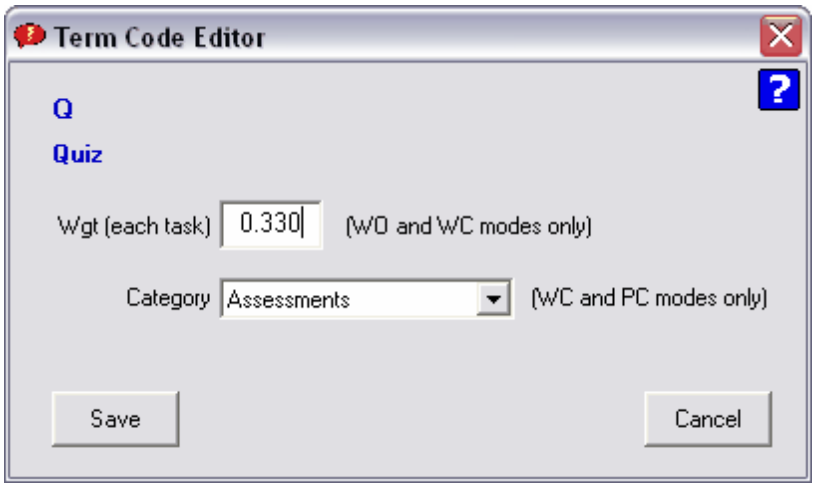

Controls

Control	Function
Code	Code designator
Code Name	name of the Code
Wgt (each task)	the weight of each Task of this Code type, relative to other Task Codes
Category Selector	available Task Categories into which all Tasks of this Code are to be placed
Save Button	saves the displayed information to the database

5.5.6.3 Term Categories Editor

Term Categories Editor allows you to easily edit Categories and Weights for the displayed Term only, or for all Terms. It is displayed after pushing **Cat Button** on the TERM Calc Scheme 293 tab.

Screenshot

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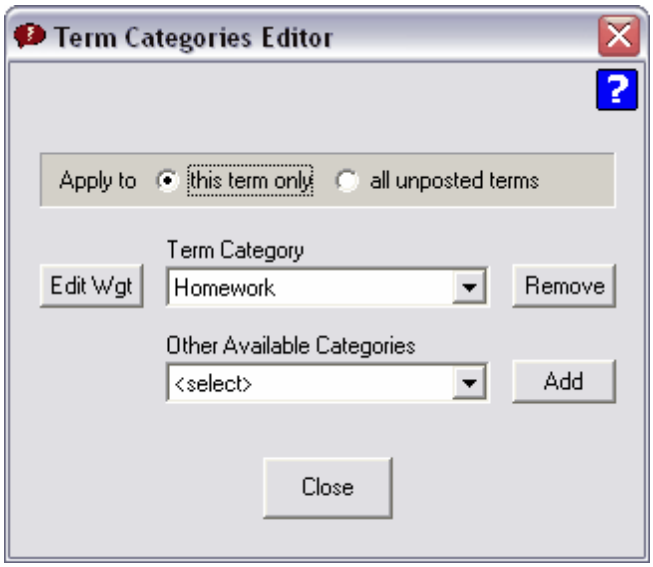

Controls

Control	Function
Term Options	**this term only**: changes will apply to only the displayed term **all unposted terms**: changes will apply to all terms that have not yet been posted
Term Category Selector	drop-down selector of all Categories currently displayed
Edit Wgt Button	opens the **Term Category Weight Editor** 300 for the selected Category, allowing weight to be adjusted
Remove Button	after confirmation, removes the selected Category from the list (only if current Weight is 0%)
Other Available Categories Selector	drop-down selector of other available Task Categories which may be added to displayed Term (or all Terms)
Add Button	after confirmation, adds the selected Category to the Term list
Close Button	saves the displayed information to the database

5.5.6.4 Term Category Weight Editor

Term Category Weight Editor adjusts the Weight for a selected Category. Since this generally makes the Category weight total less than 100%, saving a new value automatically prompts changes for other Categories as well, until a 100% total is restored. This form is displayed by pushing **Edit Cat Button** on the **Term Categories Editor** 299, or by double-clicking a line on the **TERM Calc Scheme** 293 Category grid.

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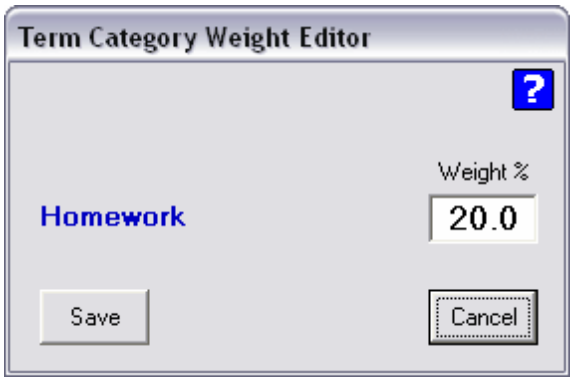
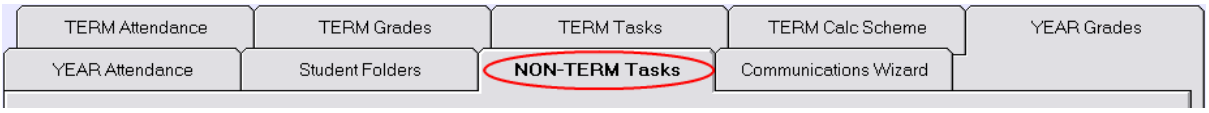
Screenshot



Controls

Control	Function
Category Name	the name of the selected Category
Weight %	the Weight (in %) of the Category in Term grade calculations (WC and PC only)
Save Button	saves the displayed information to the database

5.5.7 Tab: NON-TERM Tasks



NON-TERM Tasks lists all tasks for the currently viewed Section that are associated with Semesters and the Year as a whole. **Term Tasks** 261 have their own Dashboard Tab. A maximum of three (3) Non-Term Tasks can be associated with each Semester and three (3) with the Final (Year) Grade, for a maximum of nine (9) Non-Term Tasks Their use is configured in **School Grading Schema** 120, including assigned weights. It is important to realize that Non-Term Tasks are not a factor in Grading Algorithm calculations, which apply only to individual Terms.

Non-Term Tasks are handled in much the same fashion as **Term Tasks** 261, except that each has a unique preassigned Task Code (Codes for Term Task use can be freely created). The nine (9) preassigned Codes are:

S1 Exam	Sem 1 Exam
S1Add1	additional Sem 1 Task #1

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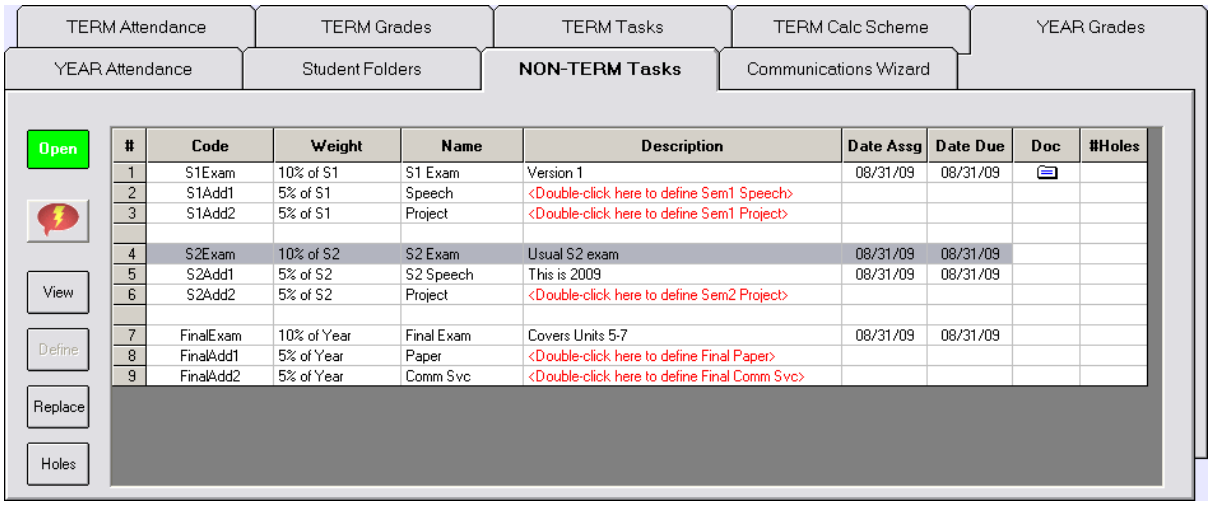
S1Add2	additional Sem 1 Task #2
S2Exam	Sem 2 Exam
S2Add1	additional Sem 2 Task #1
S2Add2	additional Sem 2 Task #2
FinalExam	Final Exam
FinalAdd1	additional Final Task #1
FinalAdd2	additional Final Task #2

When a Section is first added, or when first opened in a new school year, each Non-Term Task on the grid must be **Defined** (ie associated with an existing Task in the Task Archive). Undefined Tasks have an alert of the form **<Double-click here to define xxxx xxxx>** in the Description column. Double-clicking it opens the Course Task Archive, from which a Task can be chosen.

Like Term Tasks, any Non-Term Task can be excluded from all grade calculations for all students (see **Exclude task/grades Checkbox** 263). Excluded Tasks appear on the Grid with a ~~strikethrough.~~

Screenshot



Data Grid

Column	Data Description
#	sequential Non-Term Task number (no particular significance)
Code	the preassigned Code associated with the Non-Term Task (see list above)
Weight	the weight and function of the Code as established in **School Grading Schema** 120
Name	name of the Non-Term Task; before Task is **Defined**, set to the Code name as listed in **School Grading Schema** 120; afterwards, changes to name of Task chosen from Archive

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Description	description of the Non-Term Task; before Task is **Defined**, **<Double-click here to define xxxx xxxx>** is displayed; afterwards, changes to name of Task chosen from Archive
Date Assg	date Non-Term Task was/will be assigned
Date Due	date Non-Term Task was/will be due
Doc	indicates linked document for current use of the Task; double-clicking opens document (using the appropriate application
#Holes	usually blank, but populated with numbers after any **Holes** calculation (**Holes Button**, **Report Button**, **Semester/Final Post**); indicates number of items not yet graded or handed-in; Hole cells on **YTD Grades** simultaneously shaded for easy identification

Controls

Control	Function
Open or Posted	**YEAR status indicator** showing whether **Open** (editing enabled) or **Posted** (further editing disabled); corresponds to YEAR checkmark on Post 241
	Report Button performs a Holes calculation and then creates a printable/ emailable Section Non-Term Tasks Report 308 from info on the Grid; simultaneously shades Hole cells on YEAR Grades 309 for easy identification and correction
View Button	opens Current Task Viewer 303 for Task selected on the List; double-clicking on a defined Task line has equivalent action
Define Button	opens the Course Non-Term Task Archive 305 from which a Task can be chosen (Defined); double-clicking on an undefined Task line has equivalent action; option given to define this Code in other Sections automatically
Replace Button	opens the Course Non-Term Task Archive 305 from which a Task can be selected to replace the Task selected on the Task List; all accumulated data from the original Task is transferred to the new Task; after **Replace** is complete, the new Task replaces the old one on YEAR Grades 309
Holes Button	performs a **Holes** calculation for the entire Year (excluding Term Tasks); generates a Grade Holes Report 307 and supplies totals for **#Holes** column; simultaneously shades Hole cells on TERM Grades 309 data grid for easy identification and correction

5.5.7.1 Current Non-Term Task and Document Viewer

Current Non-Term Task and Document Viewer appears after clicking the View Button 301 or double-clicking a defined Task line on NON-TERM Tasks 301. The **ARCHIVE INFO** panel shows Archive information for the selected Task but is not editable here (see Course Task Archive 197 for controls,

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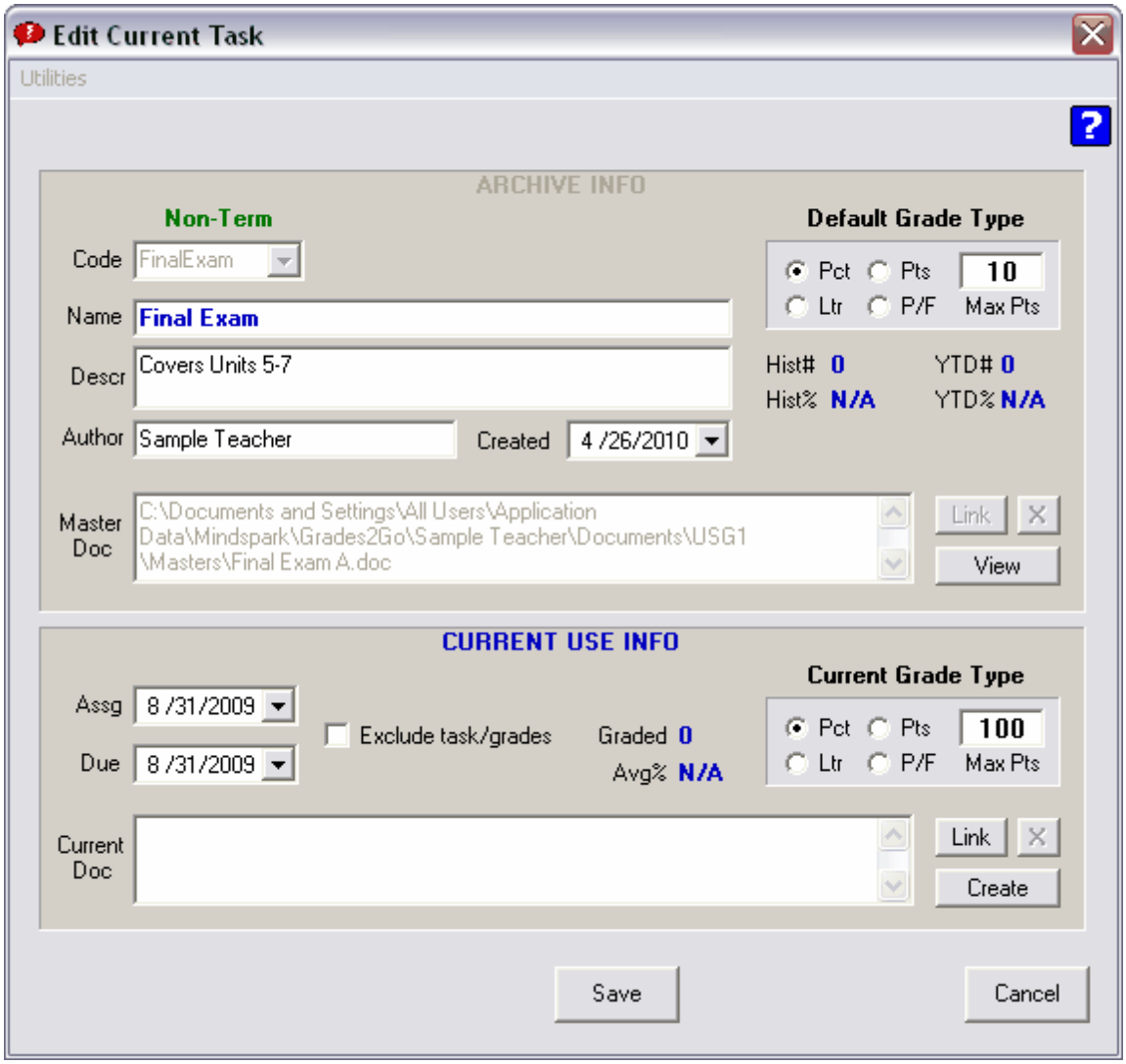
functions, and editing). The **CURRENT USE INFO** panel at the bottom shows Task settings for use in the current Section and Year.

Screenshot

(shown in **Edit** mode)



Controls

Control	Function
ARCHIVE INFO Panel	same as **Archive** 195 display, but without editing capability (see **Archive Task and Document Viewer** 197 for description); **Master Doc View Button** is functional (**Create** is disabled)
Assg Date Selector	drop-down date selector for date Task was assigned

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Due Date Selector	drop-down date selector for date Task is due
Exclude task/grades Checkbox	checking removes Task from grades calculation for all students; Task appears with a ~~strikethrough on~~ the List
Graded	number of items graded to date in current Section and Year
Avg%	average of all **Graded** items for all students in the Section
Current Grade Type	default grade type during grade entry; **ARCHIVE INFO** default is suggested but can be changed for **CURRENT USE**; this default is suggested during actual grade entry, but *any* grade type can be assigned to *any* entered grade at *any* time
Pct Option	suggests grade entry as a percent (0 - 100)
Pts Option	suggests grade entry as points (0 - **Max Pts**)
Max Pts	sets maximum points (if **Pts Option**)
Ltr Option	suggests grade entry as a letter type (Grading Bands)
P/F Option	suggests grade entry as **Pass** or **Fail** (100% or 0%, **Max Pts** or 0 Pts)
Current Doc Path	name and location of a linked document (Section Task Documents Folder 253)
Link Button	opens a folder/file selector dialog window to locate an existing document and automatically creates a copy for the Section Task Documents Folder 253; link finalized upon **Save**
X Button	removes the link to a document link (document itself not affected)
Create/View Button	**Create**: clicking offers to link to a copy of **Master Doc** (if it exists), or to create a new document (with MS Word); link finalized upon **Save** **View**: clicking opens linked document in a separate window using its default application
Edit Button	puts **CURRENT USE INFO** into **Edit** mode; button not visible after selection
Save Button	saves data and closes window

Auto-Renaming of Linked Documents

Linking a document to a **CURRENT USE** Task results in a copy of the Task being placed in the Section Task Documents Folder 253. If a document by the same name already exists, a numerical version number is appended to the document name (eg `First Test.doc` => `First Test(2).doc`)

5.5.7.2 Course Non-Term Task Archive

Course Non-Term Task Archive appears after clicking either **Define** or **Replace** on the NON-TERM

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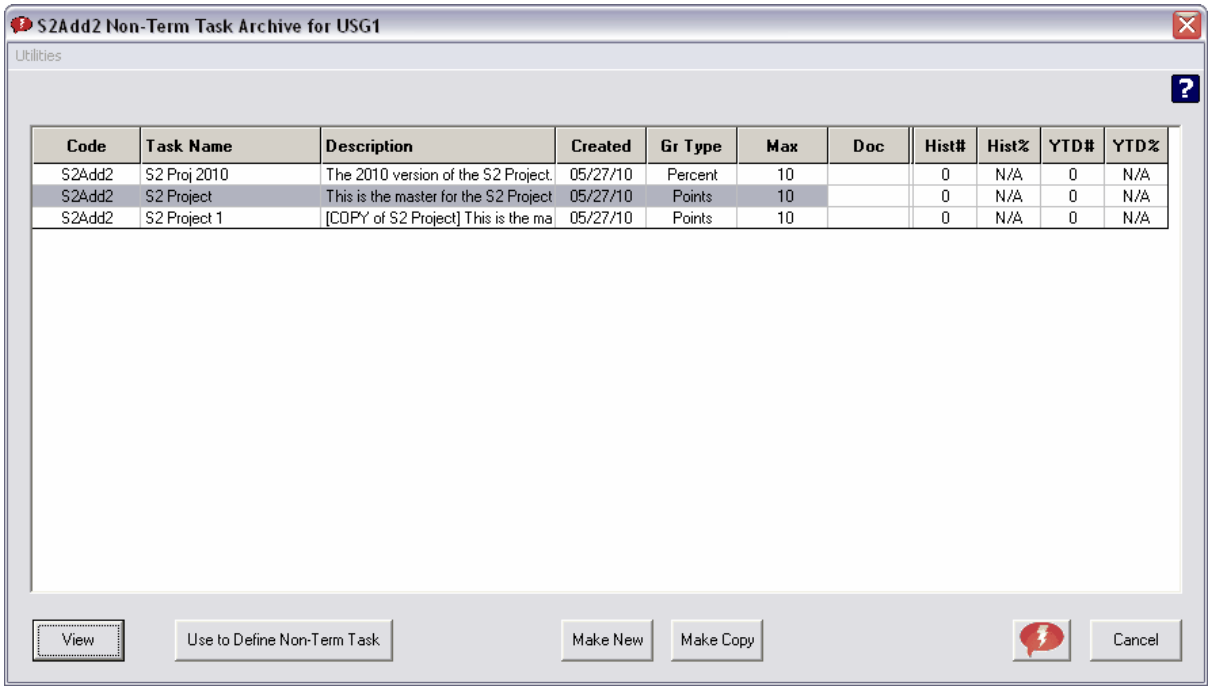
Tasks 301 tab, with a **Use to Define Non-Term Task Button** in the case of **Define** and a **Use as Replacement Button** in the case of **Replace**. Note that Term Tasks are excluded from this listing.

Screenshots

(via **Define Button**)


S2Add2 Non-Term Task Archive for USG1
Utilities
Code
Task Name
Description
Created
Gr Type
Max
Doc
Hist#
Hist%
YTD#
YTD%
S2Add2 S2 Proj 2010 The 2010 version of the S2 Project. 05/27/10 Percent 10 0 N/A 0 N/A
S2Add2 S2 Project This is the master for the S2 Project 05/27/10 Points 10 0 N/A 0 N/A
S2Add2 S2 Project 1 [COPY of S2 Project] This is the ma 05/27/10 Points 10 0 N/A 0 N/A
View
Use to Define Non-Term Task
Make New
Make Copy
Cancel

(via **Replace Button**)

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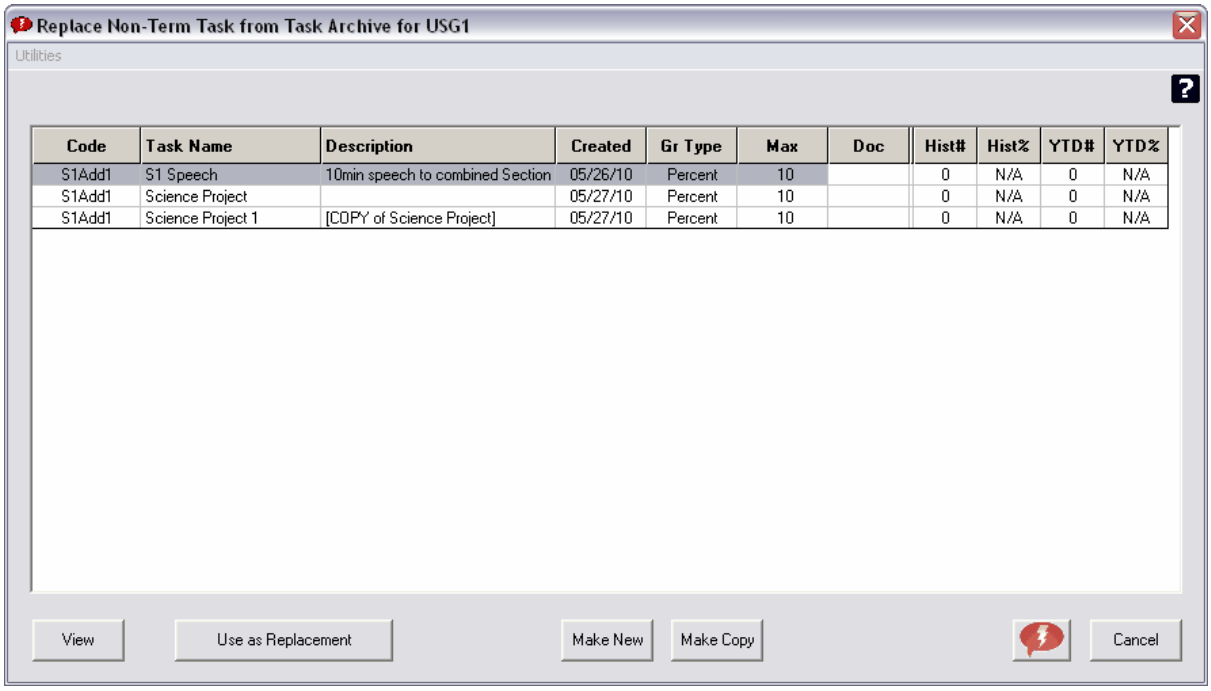

Data Grid

(see Course Task Archives 195)

Controls

(see Course Task Archives 195)

5.5.7.3 NT Grade Holes Report

NT Grade Holes Report appears after clicking on the **Holes Button** of the NON-TERM Tasks 305 tab:

Screenshot

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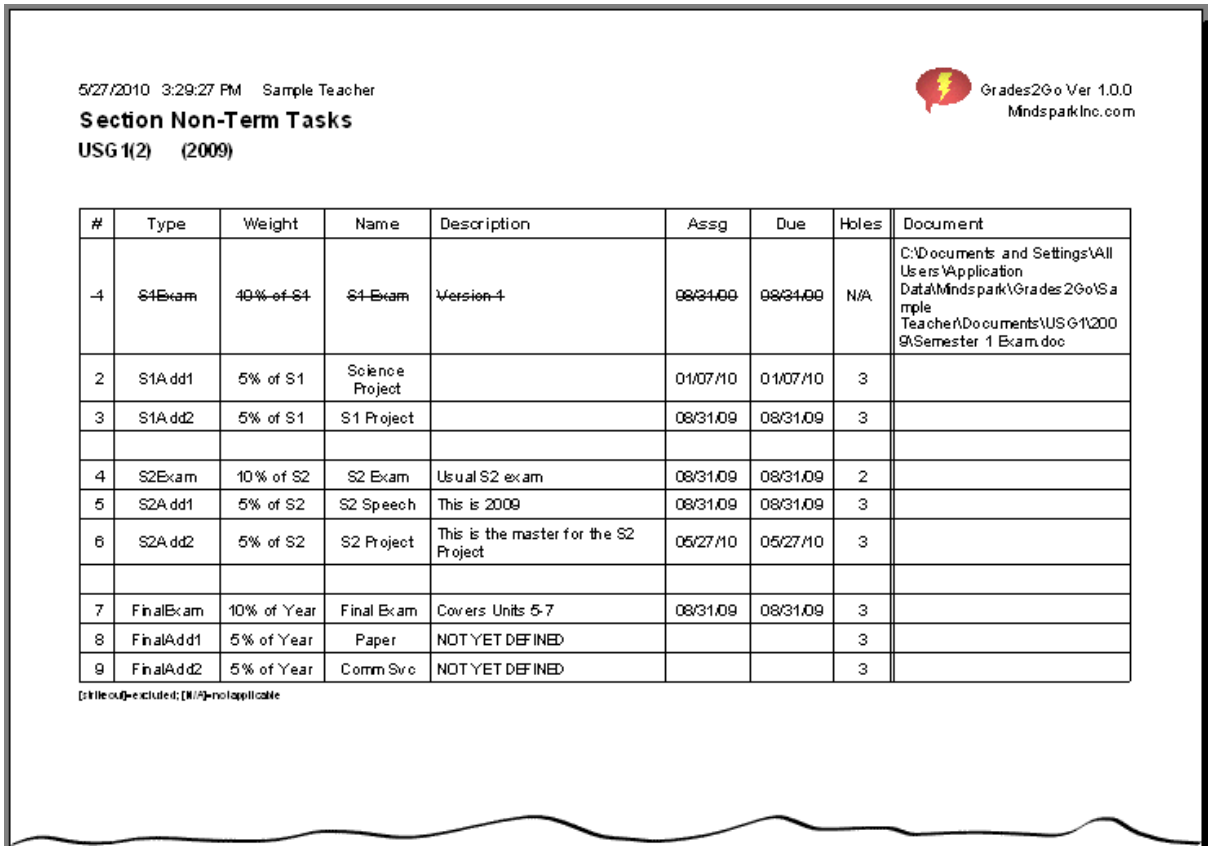
Cells with Holes are shaded!

The Non-Term Holes calculation also results in shading cells with Holes on the **YEAR Grades** data grid with a light yellow background, making them easy to find and correct.

5.5.7.4 Section Non-Term Tasks Report

Section Non-Term Tasks Report is a formatted report of information on the **NON-TERM Tasks** data grid and appears when **Report Button** is clicked. It is displayed within Mindspark's standard **Report Handler** [361], which allows it to be easily viewed, printed, saved to a PDF, or emailed to others.

Report Sample



5/27/2010 3:29:27 PM Sample Teacher

Grades2Go Ver 1.0.0
MindsparkInc.com

Section Non-Term Tasks
USG 1(2) (2009)

#	Type	Weight	Name	Description	Assg	Due	Holes	Document
~~-4~~	~~S1Exam~~	~~10% of S1~~	~~S1 Exam~~	~~Version 1~~	~~08/31/09~~	~~08/31/09~~	N/A	C:\Documents and Settings\All Users\Application Data\Mindspark\Grades2Go\Sample Teacher\Documents\USG1\2009\Semester 1 Exam.doc
2	S1Add1	5% of S1	Science Project		01/07/10	01/07/10	3	
3	S1Add2	5% of S1	S1 Project		08/31/09	08/31/09	3	
4	S2Exam	10% of S2	S2 Exam	Usual S2 exam	08/31/09	08/31/09	2	
5	S2Add1	5% of S2	S2 Speech	This is 2009	08/31/09	08/31/09	3	
6	S2Add2	5% of S2	S2 Project	This is the master for the S2 Project	05/27/10	05/27/10	3	
7	FinalExam	10% of Year	Final Exam	Covers Units 5-7	08/31/09	08/31/09	3	
8	FinalAdd1	5% of Year	Paper	NOT YET DEFINED			3	
9	FinalAdd2	5% of Year	Comm Svc	NOT YET DEFINED			3	

[strikeout]=excluded; [N/A]=notapplicable

Columns are the same as in **NON-TERM Tasks** [301], except that the **Document** column contains the full path to the linked file instead of an icon.

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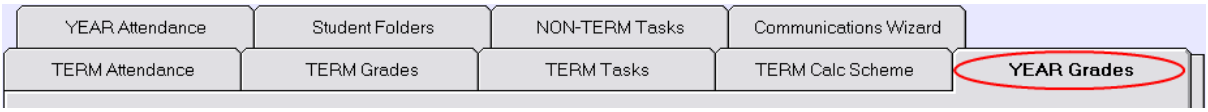
5.5.8 Tab: YEAR Grades



YEAR Grades summarizes all Term grades, provides for entry of Non-Term task grades, and calculates (projects) Semester/Final grades for all students in the current Section. Displayed data columns depend on the **School Grading Schema** 120 and correspond to the entries in **NON-TERM Tasks** 301. Until **Posting** 241 is performed (header shows **[POSTED]**), any column can be edited in a number of ways:

- Calculated Term grades can be overridden, and Midterm grade information can be easily attached to any Term column.
- Non-Term task grades are entered in a similar fashion to Term task grades, with identical **Mark Tools**. A grade can be entered on the grid as any **Grade Type** (**Percent**, **Points**, **Letter**, **Pass/Fail**), no matter what the default suggests. All data is automatically refreshed whenever any cell is changed (with the exception of **Quick Entry** mode, which requires **ReCalc** or changing to another mode to update the entire grid). **Comment** text can be attached to any grade cell, with or without grade entry.
- Calculated Semester grades can be overridden
- Calculated Year grades can be overridden
- Preformatted and free-form comments can be attached to Term/Midterm, Semester, and Year columns

Grades2Go™ automatically creates a number of useful summaries of **YEAR Grades** data as part of the display:

- Section YEAR Averages (bottom of each column)
- Section Distribution Histograms (last rows of all columns)

In addition, formatted Reports 321 are available within a few clicks of the mouse. Reports are printable/ emailable as PDF's:

- Section Year Grades Summary

Screenshots

(left-hand portion of YEAR Grades data grid)

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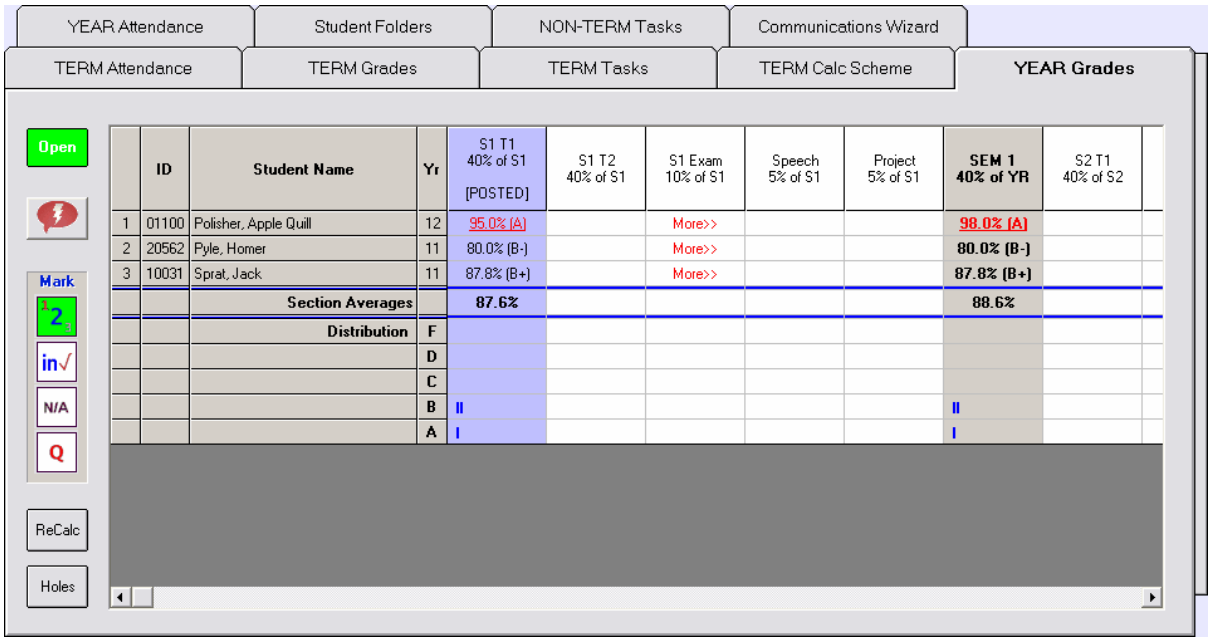
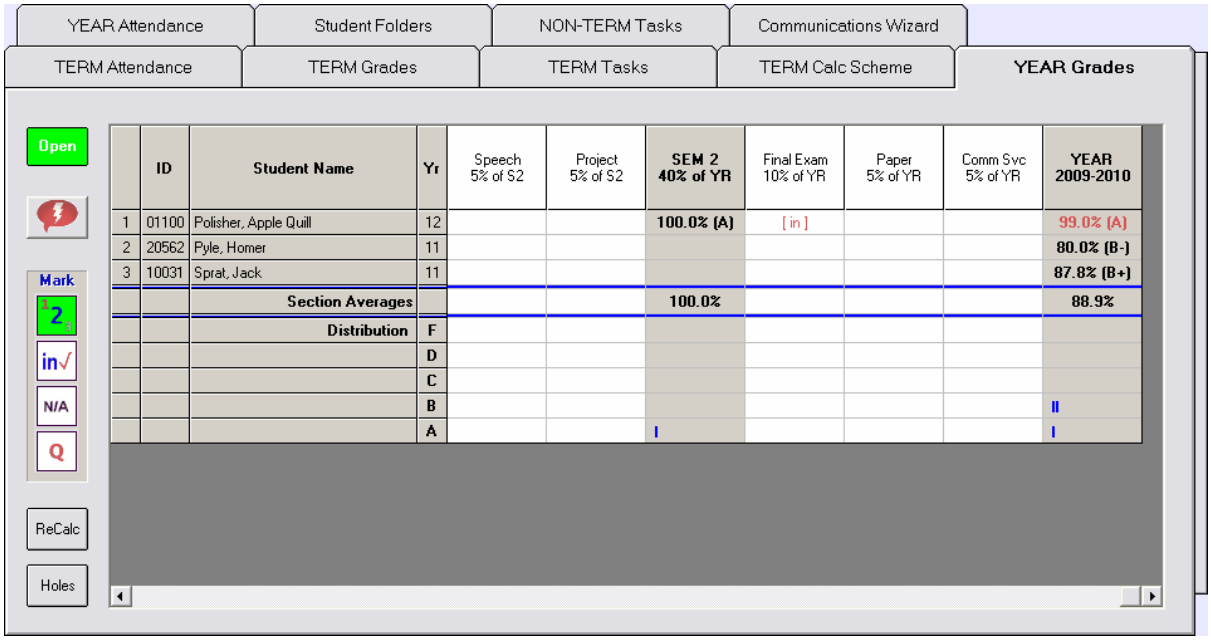


(right-hand portion of YEAR Grades data grid)



Data Grid

Column	Data Description
#	sequential Student number (no particular significance)
ID	ID number of Student

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Student Name name of Student (last, first + middle)

Yr grade level

S1T1 S1T1 grade; header shows % contribution to S1 grade; double-clicking opens Term/Grade/Year Grade and Comment Reporter 317 allowing override of calculated grade, midterm grade entry with the Midterm Grade and Comment Reporter 319, and attachment of formatted or freestyle comments

S1T2 S1T2 grade; header shows % contribution to S1 grade; double-clicking opens Term/Grade/Year Grade and Comment Reporter 317 allowing override of calculated grade, midterm grade entry with the Midterm Grade and Comment Reporter 319, and attachment of formatted or freestyle comments

S1Exam S1 Exam grade (optional per School Grading Schema 120); contents entered via **Mark Tools Panel**

S1Add1 additional S1 Non-Term task as defined in NON-TERM Tasks 301; visibility and header name set in School Grading Schema 120; contents entered via **Mark Tools Panel**

S1Add2 additional S1 Non-Term task as defined in NON-TERM Tasks 301; visibility and header name set in School Grading Schema 120; contents entered via **Mark Tools Panel**

S1 S1 grade; header shows % contribution to YEAR grade; double-clicking opens Term/Grade/Year Grade and Comment Reporter 317 allowing override of calculated grade and attachment of formatted or freestyle comments

S2T1 S2T1 grade; header shows % contribution to S2 grade; double-clicking opens Term/Grade/Year Grade and Comment Reporter 317 allowing override of calculated grade, midterm grade entry with the Midterm Grade and Comment Reporter 319, and attachment of formatted or freestyle comments

S2T2 S2T2 grade; header shows % contribution to S2 grade; double-clicking opens Term/Grade/Year Grade and Comment Reporter 317 allowing override of calculated grade, midterm grade entry with the Midterm Grade and Comment Reporter 319, and attachment of formatted or freestyle comments

S2Exam S2 Exam grade (optional per School Grading Schema 120); contents entered via **Mark Tools Panel**

S2Add1 additional S2 Non-Term task as defined in NON-TERM Tasks 301; visibility and header name set in School Grading Schema 120; contents entered via **Mark Tools Panel**

S2Add2 additional S2 Non-Term task as defined in NON-TERM Tasks 301; visibility and header name set in School Grading Schema 120; contents entered via **Mark Tools Panel**

S2 S2 grade; header shows % contribution to YEAR grade; double-clicking opens Term/Grade/Year Grade and Comment Reporter 317 allowing override of calculated grade and attachment of formatted or freestyle comments

FinalExam Final Exam grade (optional per School Grading Schema 120)

FinalAdd1 additional Final Non-Term task as defined in NON-TERM Tasks 301; visibility and header name set in School Grading Schema 120; contents entered via **Mark Tools Panel**

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FinalAdd2	additional Final Non-Term task as defined in **NON-TERM Tasks** 301; visibility and header name set in **School Grading Schema** 120; contents entered via **Mark Tools Panel**
YEAR	Final grade; double-clicking opens **Term/Grade/Year Grade and Comment Reporter** 317 allowing override of calculated grade and attachment of formatted or freestyle comments

Special Rows	**Data Description**
Section Averages	averages for each displayed column
Distribution	**F/D/C/B/A**: each row represents a **Grading Band** 122; each magenta bar I appearing in a cell represents one Student grade falling within the **Band**; taken as a whole, **Bands F-A** form a convenient **Histogram** of **Student YEAR Grades/Averages**

Cell Content Types	**Data Description/Function**
(no cell content)	double-click or **Enter Key** opens **NT Grade Entry Form** 313 or **Term/Grade/Year Grade and Comment Reporter** 317, depending on type of column
More>>	only a comment (or a Midterm grade) exists; double-click or **Enter Key** opens **NT Grade View/Edit Form** 276 or **Term/Grade/Year Grade and Comment Reporter** 317, depending on type of column
[in]	handed-in but not yet graded NT Task; double-click or **Enter Key** opens **NT Grade View/Edit Form** 276
~~N/A~~	not applicable NT Task; excluded from Semester average calculation; double-click or **Enter Key** opens **NT Grade View/Edit Form** 276
98.5%	NT Task grade entered as Pct; double-click or **Enter Key** opens **NT Grade View/Edit Form** 276
8/10	NT Task grade entered as Pts; double-click or **Enter Key** opens **NT Grade View/Edit Form** 276
B	NT Task grade entered as Ltr; double-click or **Enter Key** opens **NT Grade View/Edit Form** 276
Pass	NT Task grade entered as P/F; double-click or **Enter Key** opens **NT Grade View/Edit Form** 276
~~98%~~	NT Task grade (any type) excluded from Semester average calculation; double-click or **Enter Key** opens **NT Grade View/Edit Form** 276
88%	NT Task grade (any type) with attached Comment (indicated by red text); double-click or **Enter Key** opens **NT Grade View/Edit Form** 276
9.5/	NT Task grade (any type) entered in **Quick Mode** (indicated by underlined magenta text); displayed averages ***not updated*** until recalculated via **ReCalc Button** or **Section Dashboard** is closed; double-click or **Enter Key** opens **NT Grade View/Edit Form** 276
80.0% (B-)	automatically calculated Term/Sem/Year grade, without comments; includes **Grading Band** 122
80.0% (B-)	automatically calculated Term/Sem/Year grade, with comments (or a Midterm grade); includes **Grading Band** 122
95.0% (A)	overriden Term/Sem/Year grade, without comments; includes **Grading Band** 122

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95.0% [A]	overriden Term/Sem/Year grade, with comments (or a Midterm Grade); includes Grading Band 122

Controls

Control	Function
Open or Posted	**YEAR status indicator** showing whether **Open** (at least some editing enabled) or **Posted** (all further editing disabled); corresponds to checkmarks on Post 241
	Report Button opens the Year Grade Reports Selector 321
Mark Tools Panel	collection of Non-Term Task grade input tools; only one can be selected at a time; active selection is green
	selects alphanumeric grade input (normal default mode; shown selected); double-clicking a Non-Term Task cell, or single-clicking it and then pushing **Enter Key**, opens the NT Grade Entry Form 313 or the NT Grade View/Edit Form 315, depending on whether the cell is empty or not
in√	selects [in] stamp for marking Non-Term Tasks as handed-in; initially prompts for an associated date, after which clicking an ***empty*** cell marks it with an [in]; clicking it again removes the mark
N/A	selects N/A stamp for marking Tasks as not applicable (not included in calculations); clicking an ***empty*** cell then marks it with an N/A; clicking it again removes the mark
Q	selects **Quick Entry Mode**: grade input is alphanumeric, but normal recalculations after grade editing are suppressed, for maximum data entry speed; double-clicking a Non-Term Task cell, or single-clicking it and then pushing **Enter Key**, opens the opens the NT Grade Entry Form 313 or the NT Grade View/Edit Form 315, depending on whether the cell is empty or not; entered/edited data is displayed in underlined magenta, and **ReCalc Button** text becomes **red**, signifying need for **Recalc** before using displayed data
ReCalc Button	clicking causes a complete recalculation of Section data and refreshes the display; if text is **red**, **Recalc** is necessary before trusting displayed data
Holes Button	performs an NT Grade Holes calculation and generates an NT Grade Holes Report 321; simultaneously shades Hole cells for easy identification and correction (Note: Holes determination includes all NT Tasks, even future ones not yet performed); also enters calculation results in **#Holes** column of NON-TERM Tasks 301

5.5.8.1 NT Grade Entry Form

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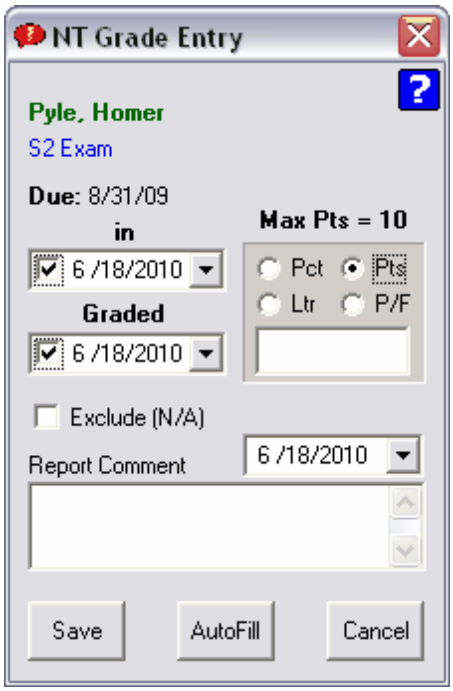
NT Grade Entry Form is the means by which Non-Term (NT) Task grades can be added to the **YEAR Grades** data grid. It is displayed whenever an ***empty*** NT Task cell is either double-clicked or **Enter Key** pushed. If this is done with a cell that is ***not*** empty, the NT Grade View/Edit Form 315 (almost identical) opens instead.

(Note: data is for demo purposes only and may be nonsensical!)

Screenshot



Controls

Control	Function
Student Name	name of Student associated with the selected cell
NT Task Name	name of NT Task associated with the selected cell (as it appears on NON-TERM Tasks 301)
Due Date	the due date established when the NT Task was added to the NON-TERM Tasks 301 list; editable from NON-TERM Tasks 301, via Current Non-Term Task and Document Viewer 303
in Date Selector	the date the NT Task was handed-in; set to today's date by default, but can be changed by clicking on down arrow and picking a new date; for entry of **Report Comment** only, uncheck the box before **Save**
Graded Date Selector	the date the NT Task is being graded; set to today's date by default, but can be changed by clicking on down arrow and picking a new date; for entry of **Report Comment** without a grade, uncheck the box before **Save**

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Max Pts	maximum point value when **Pts Option** is selected
Grade Type	available grade data types, initialized to **Current Grade Type** in Current Non-Term Task and Document Viewer 303; any **Option** may be selected for any NT Task
Pct Option	grade entered as percent
Pts Option	grade entered as points
Ltr Option	grade entered as a letter; selection activates a drop-down pick list of Grading Bands 122
P/F Option	grade entered as **Pass** (=100%) or **Fail** (=0%)
Grade Window	grade entry area; pushing Enter key immediately after grade entry executes **Save** action (shortcut)
Exclude (N/A) Checkbox	checking excludes NT Task from Semester grade calculation
Report Comment	miscellaneous text attached to the NT Task grade
Date	date associated with the **Report Comment**
Text	text of the **Report Comment**; for entry of **Report Comment** only, uncheck the **Graded Date Selector** before **Save**
Save Button	clicking saves this data; pushing **Enter** key from **Grade Window** has equivalent action
AutoFill Button	after confirmation, saves this data in selected cell ***plus all other Holes*** for the current NT Task (including [in] and More>> types)

5.5.8.2 NT Grade View/Edit Form

NT Grade View/Edit Form allows you to edit existing **NON-TERM Grades** data. It is displayed whenever an NT Task cell with any kind of content is either double-clicked or **Enter Key** pushed. If this is done with a cell that is ***empty***, the NT Grade Entry Form 313 (almost identical) opens instead.

Screenshot

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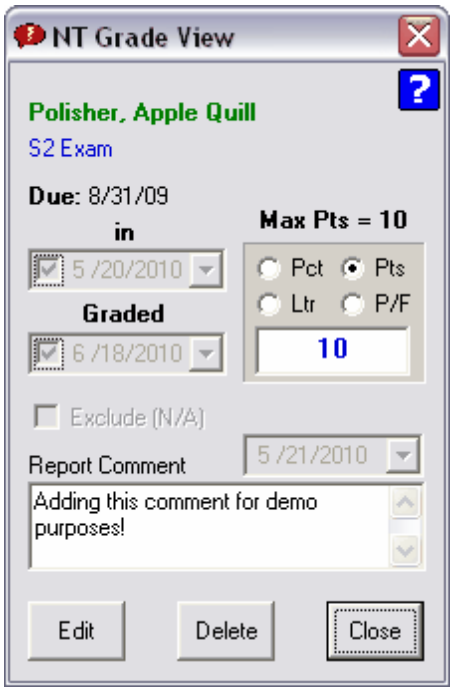

Controls

Control	Function
Student Name	name of Student associated with the selected cell
NT Task Name	name of NT Task associated with the selected cell (as it appears on **NON-TERM Tasks** 301)
Due Date	the due date established when the NT Task was added to the **NON-TERM Tasks** 301 list; editable from **NON-TERM Tasks** 301, via **Current Non-Term Task and Document Viewer** 303
in Date Selector	the date the NT Task was handed-in; if not checked, the NT Task has not been handed-in
Graded Date Selector	the date the NT Task was graded; if not checked, the NT Task has not been graded
Max Pts	maximum point value when **Pts Option** is selected
Grade Type	available grade data types
Pct Option	if shown selected, grade is a percent
Pts Option	if shown selected, grade is in points
Ltr Option	if shown selected, grade is one of the **Grading Bands** 122
P/F Option	if shown selected, grade is **Pass** (=100%) or **Fail** (=0%)
Grade Window	the value of the grade
Exclude (N/A) Checkbox	if checked, NT Task has been excluded from the Semester grade

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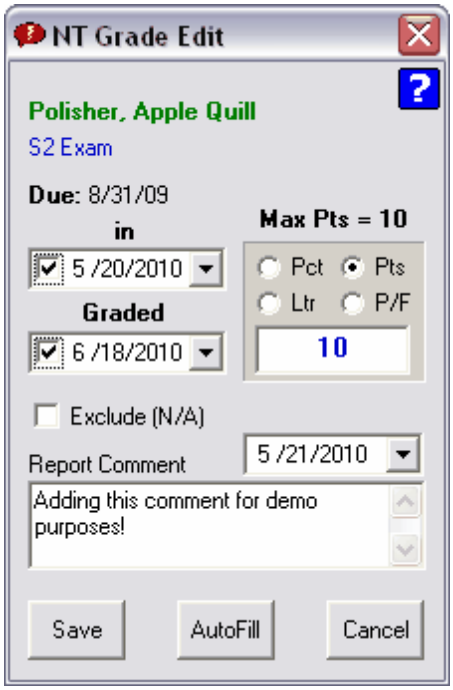
	calculation
Report Comment	miscellaneous text attached to the NT Task grade
Date	date associated with the **Report Comment** (invisible if no **Comment**)
Text	text of the **Report Comment**
Edit Button	clicking opens up the NT Grade Edit version of the form (see below)
Del Button	after confirmation, deletes the entire NT Task grade record and produces a blank cell on the data grid

Clicking **Edit** brings up the **NT Grade Edit** version of the form:



This form is identical to NT Grade Entry Form 313 except that existing data is displayed. Edits can be made and then finalized with **Save**. After a confirmation request, **AutoFill** saves displayed data in the selected cell ***plus all other Holes*** for the current NT Task (including [in] and More>> types).

5.5.8.3 Term/Sem/Year Grade and Comment Reporter

Term/Sem/Year Grade and Comment Reporter serves a number of valuable functions:

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- allows Midterm grades to be recorded
- provides the means by which automatically calculated grades can be overridden
- enables the attachment of preformatted or free-form comments as part of the Midterm, Term, Semester, or Year grades

The form is opened whenever a cell in a Term, Semester, or Year column is double-clicked. It is shown below in **Edit** mode, after clicking the S1T1 column:

Screenshot

Controls

Control	Function
or	**status indicator** showing whether **Open** (editing enabled) or **Posted** (editing disabled); corresponds to checkmarks on **Post** 241 for selected Term/Sem/Year column; if **Posted**, form editing functions are disabled
Student Name	name of Student associated with the selected cell
Term/Sem/Year Identifier	identification of the selected Term/Sem/Year column

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Comment Date Selector	date associated with saved comments; preloaded with today's date if no comment exists; clicking arrow drops down a calendar selector
Current Calculated Grade %	grade for the selected Term/Sem/Year column as taken from **TERM Grades** 269 or calculated from **School Grading Schema** 120; if any component Term or Semester grades have been overridden, those override grades are used in this calculation; displayed value is not directly editable
Override Button	after confirmation, allows an override value to be entered in the box or allows an existing override value to be deleted
Override Grade %	value of the override grade
Midterm Button	(visible only if a Term column is selected);clicking brings up the **Midterm Grade and Comment Reporter** 319 to view/edit the Midterm grade value and attached comments, if any
Midterm Grade %	(visible only if a Term column is selected);the recorded Midterm grade; displayed value is only editable via **Midterm Button**
Comments 1-5	text of attached preformatted comments 125, preceded by **[xxx]** identifier; editable only via **Pick Buttons**
Pick Buttons 1-5	clicking brings up the **School Comment Index** 126 from which a preformatted comment can be picked
Del Buttons 1-5	visible only if a corresponding comment exists, after an initial confirmation message, allows the displayed comment to be removed
Free Text Box	freely-editable comment text
Save Button	saves data to the section database

5.5.8.4 Midterm Grade and Comment Reporter

Midterm Grade and Comment Reporter is opened by the **Midterm Button** of the **Term/Sem/Year Grade and Comment Reporter** 317. It allows a snapshot of the existing Term grade to be recorded or edited and also allows Midterm comments to be attached.

Screenshot

(shown in **Edit** mode)

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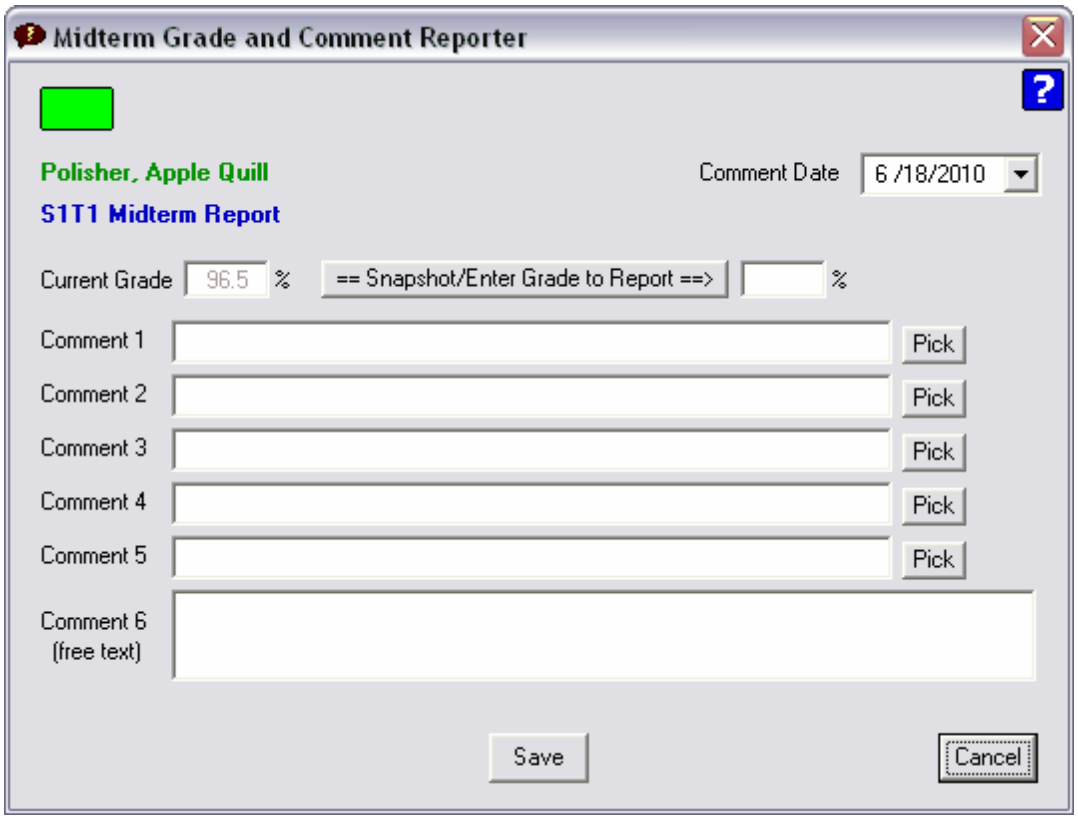

Controls

Control	Function
or	**status indicator** showing whether **Open** (editing enabled) or **Posted** (editing disabled); corresponds to checkmark on **Post** 241 for selected Term column; if **Posted**, form editing functions are disabled
Student Name	name of Student associated with the selected cell
Term Identifier	identification of the selected Term column
Comment Date Selector	date associated with saved comments; preloaded with today's date if no comment exists; clicking arrow drops down a calendar selector
Current Grade %	grade for the selected Term as calculated on **TERM Grades** 269; displayed value is not editable
Snapshot/Enter Grade to Report Button	after confirmation, allows allows a Midterm grade to be specified in the box or allows an existing value to be deleted; if no value exists, the **Current Grade %** is automatically entered as a snapshot (may then be edited)
Midterm Grade %	value of the Midterm grade
Comments 1-5	text of attached preformatted comments 125, preceded by **[xxx]** identifier; editable only via **Pick Buttons**

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Pick Buttons 1-5	clicking brings up the School Comment Index 126 from which a preformatted comment can be picked
Del Buttons 1-5	(visible only if a corresponding comment exists); after an initial confirmation message, allows the displayed comment to be removed
Free Text Box	freely-editable comment text
Save Button	saves data to the section database

5.5.8.5 NT Grade Holes Report

NT Grade Holes Report appears after clicking the **Holes Button** of the YEAR Grades 309 tab:

Screenshot

Holes are also recorded on NON-TERM Tasks!

The Non-Term Holes calculation also populates the **Holes#** column of the NON-TERM Tasks 301 data grid with numerical data.

5.5.8.6 Year Grade Reports Selector

Year Grade Reports Selector appears when **Report Button** is clicked in YEAR Grades 309. It makes possible extremely quick selection and creation of preformatted Year Grade reports, for all students at once or just for selected ones. All Reports are printable/emailable as PDF's:

- Section Year Grades Summary

Screenshot

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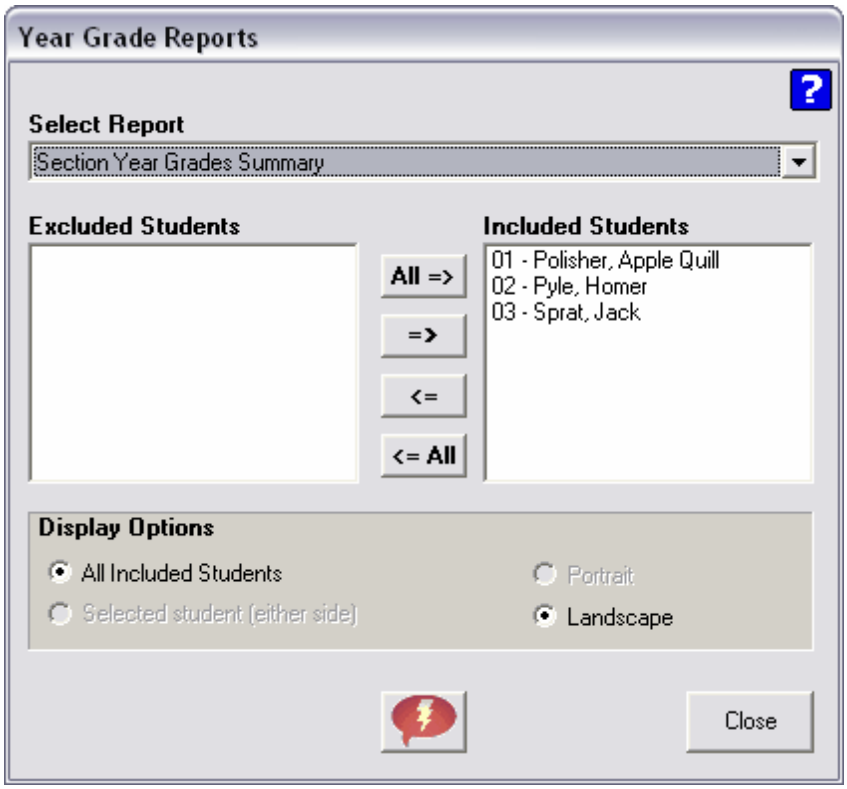

Controls

Control	Function
Select Report	drop-down pick list of available Reports (see list above)
Excluded Students	students to be excluded from the Report
=> All Button	moves all **Excluded Students** to the **Included** side
=> Button	moves a single student from the **Included** side to the **Excluded** side
<= Button	moves a single student from the **Excluded** side to the **Included** side
<= All Button	moves all **Included Students** to the **Excluded** side
Included Students	students to be included in the Report
Display Options Panel	Report display options
All Included Students	bundles all Included Students into a single Report
Selected student	includes only a single highlighted Student in the Report; may be selected from **Included Students** *or* **Excluded Students**
Portrait	if available, displays Report in **Portrait** orientation (8.5"W x 11"H)
Landscape	displays Report in **Landscape** orientation (11"W x 8.5"H)
Report Button	clicking displays the selected Report

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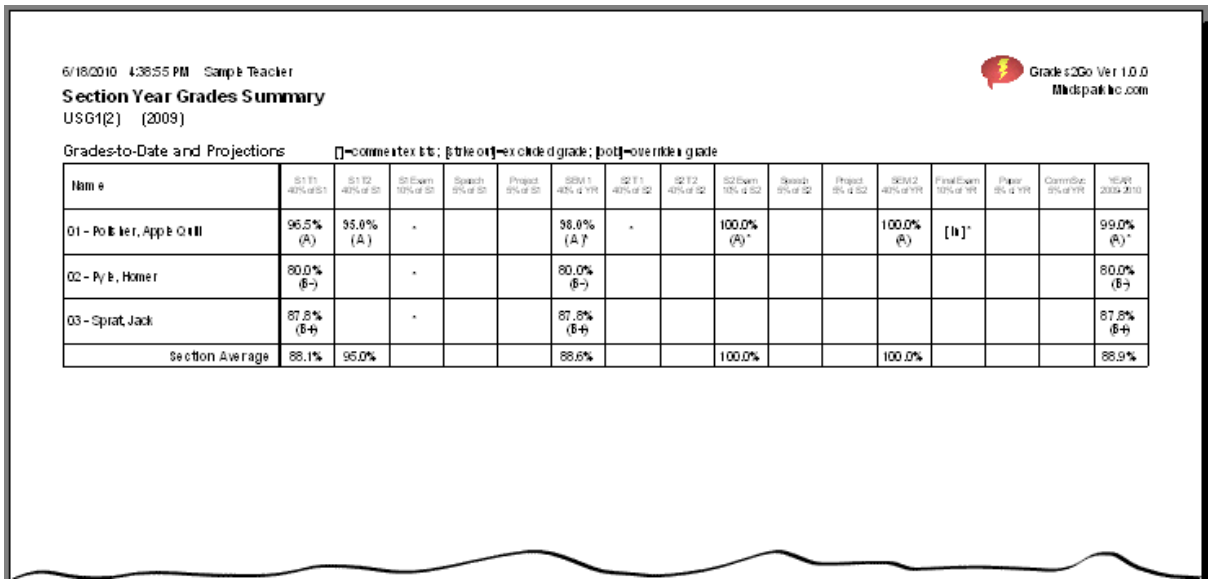
5.5.8.6.1 Year Grades Report

Year Grade Report is a formatted report of information on the **YEAR Grades** 309 data grid, displayed when the **Year Grade Reports Selector** 321 **Report Button** is clicked. Reports appear within Mindspark's standard **Report Handler** 361, which allows them to be easily viewed, printed, saved to PDFs, or emailed to others. However, they should be thought of as working reports, for a teacher's or school's internal purposes. Reports intended for distribution to Students or Parents (eg **Progress Reports**) should be created via the **Communications Wizard** 335 tab.

Data shown on this sample is covered in **YEAR Grades** 309 and should be self-explanatory. Note that values are for example purposes only; they may nonsensical and atypical of normal use!

Report Sample

Section Year Grades Summary (letter-size, **Landscape** orientation, as many sheets as necessary)



6/18/2010 4:38:55 PM Sample Teacher

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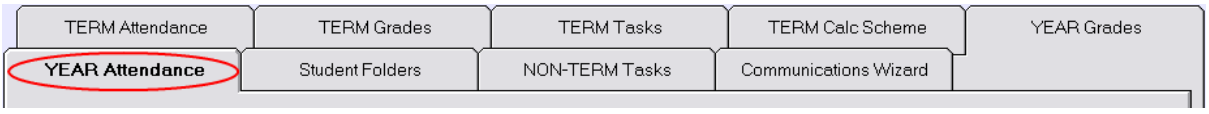
Section Year Grades Summary
USG1(2) (2009)

Grades-to-Date and Projections [] = comment extra bits; [strike on] = excluded grade; [bold] = overridden grade

Name	S1 T1 40% of S1	S1 T2 40% of S1	S1 Exam 10% of S1	Speech 5% of S1	Project 5% of S1	SEM 1 40% of YR	S2 T1 40% of S2	S2 T2 40% of S2	S2 Exam 10% of S2	Speech 5% of S2	Project 5% of S2	SEM 2 40% of YR	Final Exam 10% of YR	Prize 5% of YR	CommSvc 5% of YR	YEAR 2009-2010
01 - Pollister, Apple Quill	96.5% (A)	95.0% (A)	-			98.0% (A)	-		100.0% (A)			100.0% (A)	[N]			99.0% (A)
02 - Pyle, Homer	80.0% (B-)		-			80.0% (B-)										80.0% (B-)
03 - Sprat, Jack	87.8% (B+)		-			87.8% (B+)										87.8% (B+)
Section Average	88.1%	95.0%				88.6%			100.0%			100.0%				88.9%

5.5.9 Tab: YEAR Attendance



YEAR Attendance shows Section attendance data for the entire school year and is compiled from

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individual Terms, as entered via TERM Attendance. It can't be edited here. Data is presented in a number of useful ways:

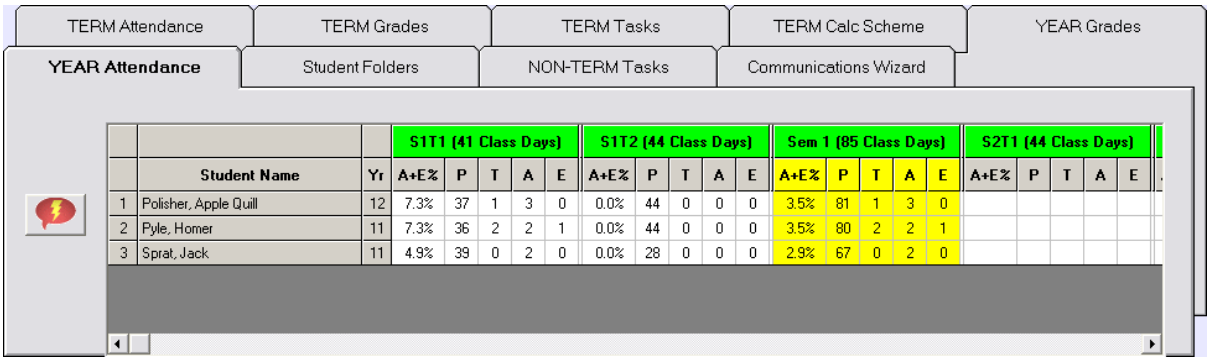
- totals and % values are generated for each Term and Semester, and the Year as a whole
- totals are for Section class days rather than school days
- each Attendance mark is totalled: P (Present), T (Tardy), A (Absent without excuse), E (Excused absence)
- missed class days are tracked via **A+E%** rate (unexcused plus excused absences)

In addition, various formatted **Reports** 289 for the viewed term are available within a few clicks of the mouse. All Reports are printable/emailable as PDF's:

- Section Year Attendance Summary

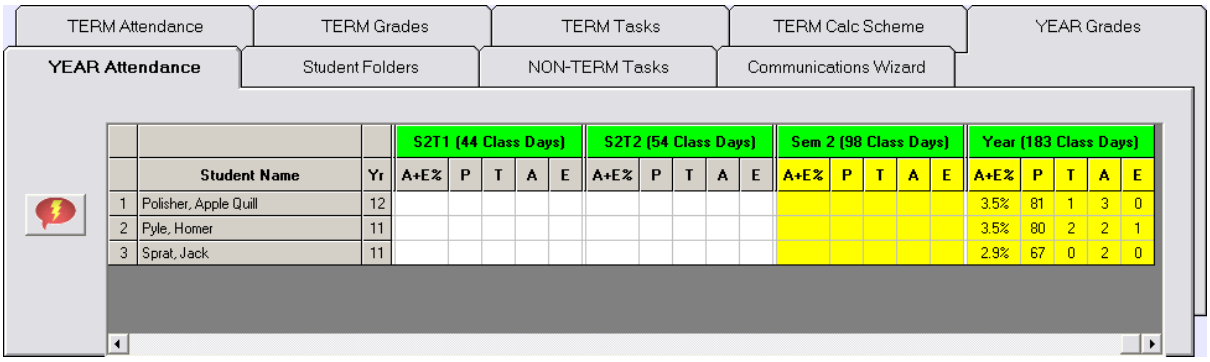
Screenshots

(left-hand part of data grid)



	Student Name	Yr	S1T1 (41 Class Days)					S1T2 (44 Class Days)					Sem 1 (85 Class Days)					S2T1 (44 Class Days)				
			A+E%	P	T	A	E	A+E%	P	T	A	E	A+E%	P	T	A	E	A+E%	P	T	A	E
1	Polisher, Apple Quill	12	7.3%	37	1	3	0	0.0%	44	0	0	0	3.5%	81	1	3	0					
2	Pyle, Homer	11	7.3%	36	2	2	1	0.0%	44	0	0	0	3.5%	80	2	2	1					
3	Sprat, Jack	11	4.9%	39	0	2	0	0.0%	28	0	0	0	2.9%	67	0	2	0					

(right-hand part of data grid)



	Student Name	Yr	S2T1 (44 Class Days)					S2T2 (54 Class Days)					Sem 2 (98 Class Days)					Year (183 Class Days)				
			A+E%	P	T	A	E	A+E%	P	T	A	E	A+E%	P	T	A	E	A+E%	P	T	A	E
1	Polisher, Apple Quill	12																3.5%	81	1	3	0
2	Pyle, Homer	11																3.5%	80	2	2	1
3	Sprat, Jack	11																2.9%	67	0	2	0

Data Grid

Column	Data Description
(left-most)	sequential Student number (no particular significance)

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Student Name	name of Student (last, first + middle)
Yr	grade level
S1T1 group	attendance columns for S1T1; header color indicates **Open** or **Posted** as well as total number of class days (**Tot**)
A+E%	rate of absences (100% x (**A+E**)/**Tot**)
P	number of **P** marks (Present)
T	number of **T** marks (Tardy)
A	number of **A** marks (Absent without excuse)
E	number of **E** marks (Excused absence)
S1T2 group	attendance columns for S1T1; same columns as S1T1
Sem 1 group	attendance columns for Sem 1; same columns as S1T1; Sem 1 = S1T1 + S2T2
S2T1 group	attendance columns for S2T1; same columns as S1T1
S2T2 group	attendance columns for S2T2; same columns as S1T1
Sem 2 group	attendance columns for Sem 2; same columns as S1T1; Sem 2 = S2T1 + S2T2
Year group	attendance columns Year; same columns as S1T1; Year = S1 + S2

Controls

Control	Function
Report Button	opens the Year Attendance Reports Selector 325

5.5.9.1 Year Attendance Reports Selector

Year Attendance Reports Selector appears when **Report Button** is clicked in YEAR Attendance 323. It makes possible extremely quick selection and creation of preformatted Year Attendance reports, for all students at once or just for selected ones. All Reports are printable/emailable as PDF's:

- Section Year Attendance Summary

Screenshot

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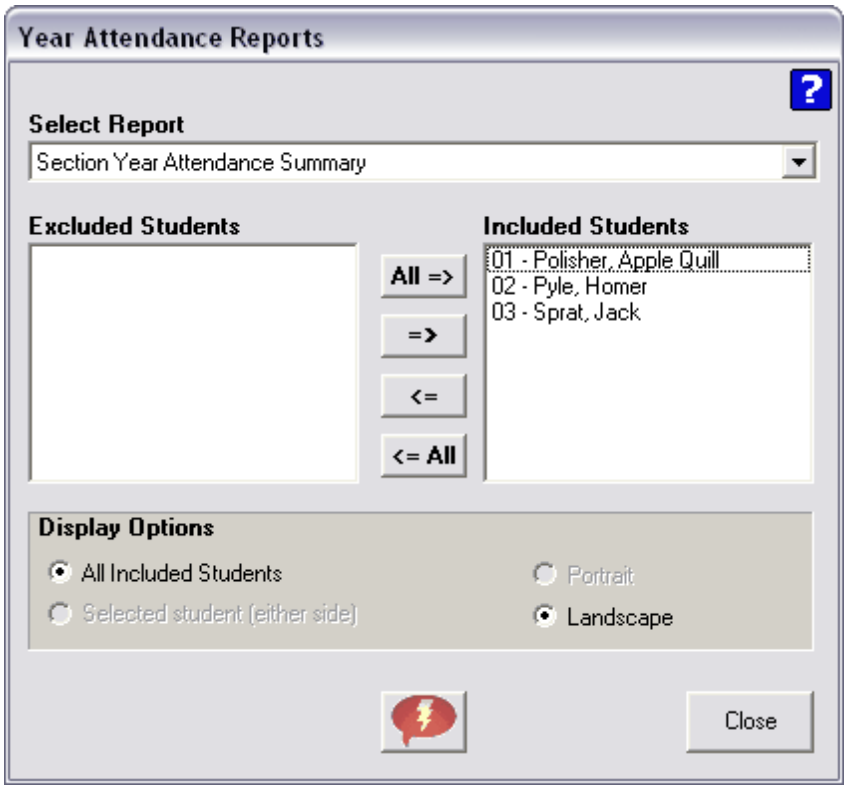

Controls

Control	Function
Select Report	drop-down pick list of available Reports (see list above)
Excluded Students	students to be excluded from the Report
=> All Button	moves all **Excluded Students** to the **Included** side
=> Button	moves a single student from the **Included** side to the **Excluded** side
<= Button	moves a single student from the **Excluded** side to the **Included** side
<= All Button	moves all **Included Students** to the **Excluded** side
Included Students	students to be included in the Report
Display Options Panel	Report display options
All Included Students	bundles all Included Students into a single Report
Selected student	includes only a single highlighted Student in the Report; may be selected from **Included Students** *or* **Excluded Students**
Portrait	if available, displays Report in **Portrait** orientation (8.5"W x 11"H)
Landscape	displays Report in **Landscape** orientation (11"W x 8.5"H)
Report Button	clicking displays the selected Report

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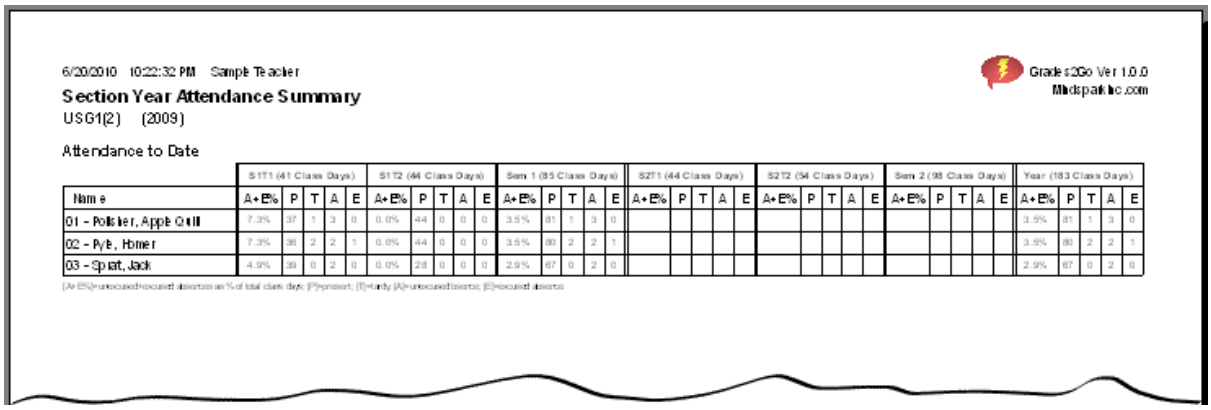
5.5.9.1.1 Year Attendance Report

Year Attendance Reports is a formatted report of information on the **YEAR Attendance** 323 data grid, displayed when the **Year Attendance Reports Selector** 325 **Report Button** is clicked. Reports appear within Mindspark's standard **Report Handler** 361, which allows them to be easily viewed, printed, saved to PDFs, or emailed to others. However, they should be thought of as working reports, for a teacher's or school's internal purposes. Reports intended for distribution to Students or Parents (eg **Progress Reports**) should be created via the **Communications Wizard** 335 tab.

Data shown on this sample is covered in **YEAR Attendance** 323 and should be self-explanatory. Note that values are for example purposes only; they may nonsensical and atypical of normal use!

Report Sample

Section Year Attendance Summary (letter-size, **Landscape** orientation, as many sheets as necessary)



6/20/2010 10:22:32 PM Sample Teacher

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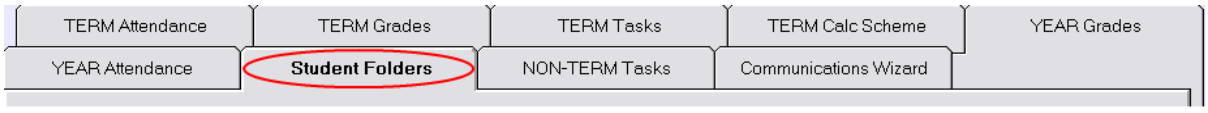
Section Year Attendance Summary
USG1(2) (2009)

Attendance to Date

	S1T1 (41 Class Days)					S1T2 (44 Class Days)					Sem 1 (85 Class Days)					S2T1 (44 Class Days)					S2T2 (54 Class Days)					Sem 2 (98 Class Days)					Year (183 Class Days)				
Name	A+E%	P	T	A	E	A+E%	P	T	A	E	A+E%	P	T	A	E	A+E%	P	T	A	E	A+E%	P	T	A	E	A+E%	P	T	A	E	A+E%	P	T	A	E
01 - Pollster, Apple Quill	7.3%	37	1	3	0	0.0%	44	0	0	0	3.5%	81	1	3	0																3.5%	81	1	3	0
02 - Pyle, Homer	7.3%	36	2	2	1	0.0%	44	0	0	0	3.5%	80	2	2	1																3.5%	80	2	2	1
03 - Spratt, Jack	4.9%	39	0	2	0	0.0%	28	0	0	0	2.9%	67	0	2	0																2.9%	67	0	2	0

[A+E%]=unexcused+excused absences as % of total class days; [P]=present; [T]=tardy; [A]=unexcused absence; [E]=excused absence

5.5.10 Tab: Student Folders



Student Folders collects available student data other than Grades and Attendance into a convenient Dashboard tab. Each is accessible with a single or double click:

- Student Information profile
- Reports/Memos emailed via the Communications Wizard

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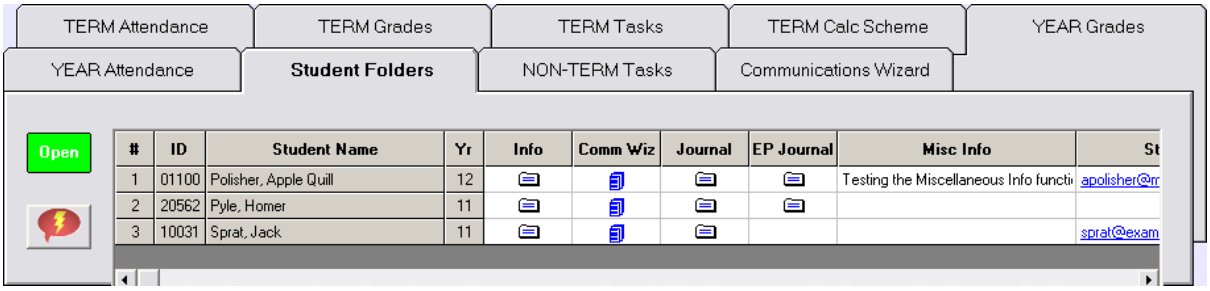
- Journal of teacher comments
- Education Plan Journal entries (students on Individual Education Plans only)
- A Miscellaneous Info text field for any desired data
- Convenient access to student's email address and telephone number, with one-click
- Add/Drop dates for easy reference and editing

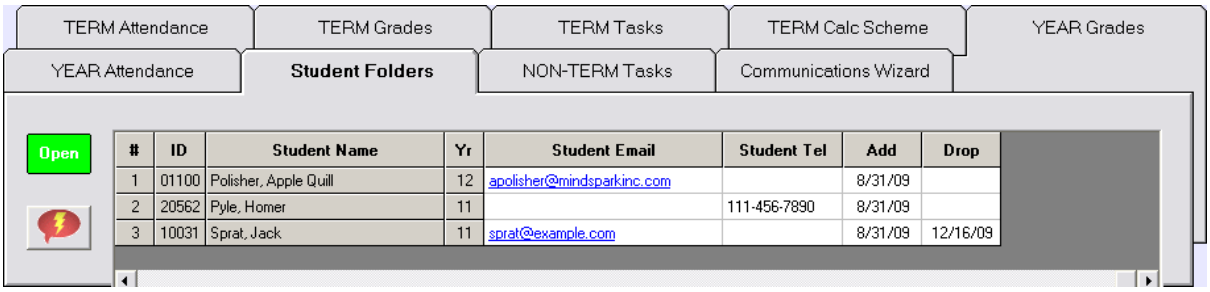
In addition, a **Class Directory Report** 247 for the currently viewed Term can be generated in this tab, with a single click of the mouse. The Directory is printable/emailable as a PDF.

Screenshots

(left-hand part of data grid)


TERM Attendance
TERM Grades
TERM Tasks
TERM Calc Scheme
YEAR Grades
YEAR Attendance
Student Folders
NON-TERM Tasks
Communications Wizard
Open
ID Student Name Yr Info Comm Wiz Journal EP Journal Misc Info St
1 01100 Polisher, Apple Quill 12 Testing the Miscellaneous Info functi apolisher@m
2 20562 Pyle, Homer 11
3 10031 Sprat, Jack 11 sprat@exam

(right-hand part of data grid)



Data Grid

Column	Data Description
(left-most)	sequential Student number (no particular significance)
ID	ID number of Student
Student Name	name of Student (last, first + middle)
Yr	grade level
Info	single click opens editable **Student Information Form** 133
Comm Wiz	single click opens **Student Communications via Wizard** 329

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Journal	single click opens **Student Progress Journal** 332
EP Journal	column visible only if at least one Student is on an Education Plan; if column is visible and icon is present, single-click opens **Education Plan Progress Journal** 137
Misc Info	additional info for the student; double-clicking makes entire text visible (and editable) in a separate window
Student Email	student's email address as entered in **Student Information** 133; single clicking opens the **Student Email Handler** 141, ready to send an email to the Student
Student Tel	student's telephone number as entered in **Student Information** 133; double-clicking makes it editable in a separate window
Add	the date the Student was added to the Section; double-clicking allows the date to be changed
Drop	the date the Student was dropped from the Section; double-clicking brings up a message with further instructions

Controls

Control	Function
Open or Posted	**YEAR status indicator** showing whether **Open** (editing enabled) or **Posted** (further editing disabled); corresponds to checkmark on **Post** 241
	Report Button displays the **Class Directory** 247 in the **Report Handler** 361

5.5.10.1 Student Communications via Wizard

Student Communications via Wizard displays all emailed Reports and Memos that have been distributed, or are pending distribution, for the selected Student via the **Communications Wizard** 335. It appears when the **Comm Wiz** icon is clicked on **Student Folders** 327. The listing can be filtered according to Term.

Screenshot

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Student Communications via Wizard
USG1(2)
Term Filter
All Reports/Memos
Job ID# 100722120333
Email Cover/Memo Text
(This is text of the cover email to which the Report is attached)
01 - Polisher, Apple Quill
Actual Recipients
Date Day Time Term Type Title Sig S P/G Guid Me
7/18/10 Sun 12:09p S1T1 Memo Only With Attachment! --- P
7/21/10 Wed 10:27p S1T1 Report Periodic Progress Report --- e
7/22/10 Thu 7:51a S1T1 Report Periodic Progress Report P
7/22/10 Thu 9:50a S1T1 Memo Only Testing the Memo --- P
7/22/10 Thu 9:57a S1T1 Memo Only See if this Memo goes through --- P
7/22/10 Thu 10:04a S1T1 Memo Only This is a Memo --- P
7/22/10 Thu 10:05a S1T1 Memo Only MEMO Test --- P
7/22/10 Thu 10:07a S1T1 Memo Only MEMO ONLY --- P
7/22/10 Thu 10:22a S1T1 Memo Only See If This Appears --- P
7/22/10 Thu 11:55a S1T1 Report Periodic Progress Report ✓ P e
7/22/10 Thu 12:03p S1T1 Memo Only Testing Journal Entry --- e
7/24/10 Sat 5:33p S1T1 Memo Only Test ---
Pending --- --- S1T1 Report Periodic Progress P e
View Cover PDF
View Report PDF
View Attachment
Close

Data Grid

Column	Data Description
	(for a **Report**, double-clicking any column of any row row opens the PDF of the Report; for a Memo Only, double-clicking opens the PDF of the Memo; equivalent to clicking **View Report PDF Button** and **View Cover PDF Button** respectively)
Date	date that this email was sent; if not yet completed, **Pending** is displayed
Day	day of the week that this email was sent; if not yet completed, --- is displayed
Time	time of day that this email was sent; if not yet completed, --- is displayed
Term	the Term Stamp for the Job; depends on the **Section Dashboard** semester/term viewed when the Job was created, as well as the setting of **S/T/Y Stamp** in the **Communications Wizard**
Type	identifies the Job as either a **Report** (cover email with individual student data attached) or **Memo Only** (an email communication without any student data); if **Memo Only**, the **Type** and **Title** columns are highlighted in blue text
Title	the title of the Job (Report/Memo) as set in the **Communications Wizard**; if **Memo Only**, it is automatically generated from the email subject line; on very rare occasions, [ERROR] can precede the Title text, indicating failure to send one or more student emails due to a missing file (in such a case, the Job is considered complete, but the student Report causing the error must be recreated and resent as a new Job — double-click the line to see more details)
Sig	information pertaining to the **P/G Sig Requirement Checkbox** in the **Communications Wizard** when the Job was first created: --- no signature required signature required, but not yet returned ✓ signature required and has been returned
S	**e** and/or **P** in black indicate the Student was the recipient of an emailed and/or printed communication; **e** and/or **P** in **red** indicate the distribution is not complete but the Student is an intended recipient of an emailed and/or printed communication, as checked

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in **Support Circle Recipients** when the Job was created

P/G — **e** and/or **P** in black indicate the Parent(s)/Guardian(s) were recipients of an emailed and/or printed communication; **e** and/or **P** in **red** indicate the distribution is not complete but the Parent(s)/Guardian(s) are intended recipients of an emailed and/or printed communication, as checked in **Support Circle Recipients** when the Job was created

GD — **e** and/or **P** in black indicate the Guidance Counselor was the recipient of an emailed and/or printed communication; **e** and/or **P** in **red** indicate the distribution is not complete but the Guidance Counselor is an intended recipient of an emailed and/or printed communication, as checked in **Support Circle Recipients** when the Job was created

Me — **e** and/or **P** in black indicate the Teacher (myself) was the recipient of an emailed and/or printed communication; **e** and/or **P** in **red** indicate the distribution is not complete but the Teacher is an intended recipient of an emailed and/or printed communication, as checked in **Support Circle Recipients** when the Job was created

Controls

Control	Function
Section	the currently viewed Section
Term Filter	drop-down selector allowing filtering and display of Jobs with all Term Stamps, or just individual ones
Job ID#	the **Job ID#** of the displayed Report/Memo Job
Student No : Name	the name of the selected Student, preceded by the sequential Student Number
Email Cover/Memo Text	the text of the Cover or Memo associated with the selected email Communication Job
View Cover PDF Button	clicking opens the PDF of the Report Cover or Memo email (in Adobe Reader); equivalent action by double-clicking a row of a **Memo Only** listing
View Report PDF Button	clicking opens the PDF of the Student Report attached to the Report Cover email (in Adobe Reader); equivalent action by double-clicking a row of a **Report** listing
View Attachment Button	appears if a **Memo Only** Job with an attached file is selected; opens the attachment with its associated application program
Report Button	creates printable report/PDF from info on this form; report includes Report Cover/Memo text if it exists
Back Button	clicking closes this form and returns to the **Communications Wizard Index**

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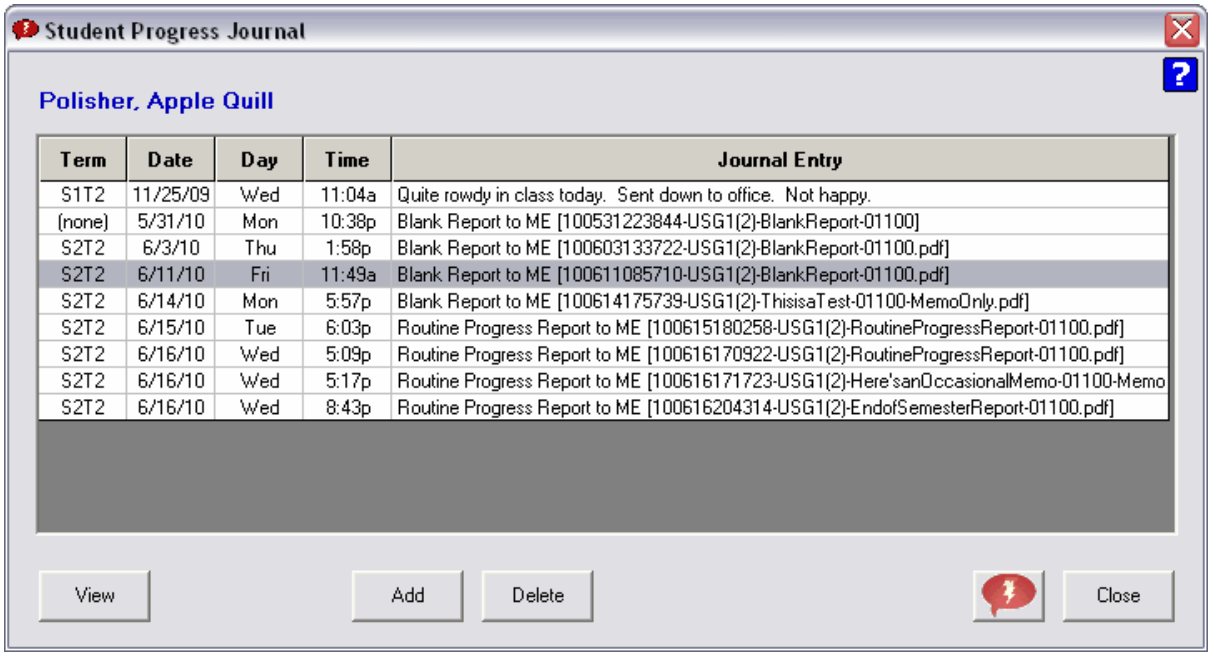
5.5.10.2 Student Progress Journal

Student Progress Journal is a chronological listing of all Journal entries for a selected student. It appears when the **Journal** icon is clicked on Student Folders 327. Entries can originate from a number of different sources, and all are editable:

- added via this form
- automatically generated whenever a Communications Wizard 329 Report/Memo involving this Student is emailed
- automatically generated when **Make entry in Student Progress Journal** is checked in the Student Email Handler 141 (appears after clicking **Student Email** cell in Student Folders 327, or any email link is clicked in Student Info 133)

Screenshot


Student Progress Journal
Polisher, Apple Quill
Term
Date
Day
Time
Journal Entry
S1T2 11/25/09 Wed 11:04a Quite rowdy in class today. Sent down to office. Not happy.
(none) 5/31/10 Mon 10:38p Blank Report to ME [100531223844-USG1(2)-BlankReport-01100]
S2T2 6/3/10 Thu 1:58p Blank Report to ME [100603133722-USG1(2)-BlankReport-01100.pdf]
S2T2 6/11/10 Fri 11:49a Blank Report to ME [100611085710-USG1(2)-BlankReport-01100.pdf]
S2T2 6/14/10 Mon 5:57p Blank Report to ME [100614175739-USG1(2)-ThisisaTest-01100-MemoOnly.pdf]
S2T2 6/15/10 Tue 6:03p Routine Progress Report to ME [100615180258-USG1(2)-RoutineProgressReport-01100.pdf]
S2T2 6/16/10 Wed 5:09p Routine Progress Report to ME [100616170922-USG1(2)-RoutineProgressReport-01100.pdf]
S2T2 6/16/10 Wed 5:17p Routine Progress Report to ME [100616171723-USG1(2)-Here'sanOccasionalMemo-01100-Memo
S2T2 6/16/10 Wed 8:43p Routine Progress Report to ME [100616204314-USG1(2)-EndofSemesterReport-01100.pdf]
View
Add
Delete
Close

Data Grid

Column	Data Description
	Note: double-clicking any row opens Student Progress Journal Entry 333, allowing full viewing/editing of Journal entry text; equivalent to clicking **View Button** after selecting a row
Term	the Term associated with the Journal entry; **(none)** indicates the entry was made on a day that school was not in session
Date	the date associated with the Journal entry

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Day	the day of the week associated with the Journal entry
Time	the time of day associated with the Journal entry
Journal Entry	the text of the Journal entry; automatically formatted if originating in **Communications Wizard** 329 or **Student Email Handler** 141

Controls

Control	Function
Student Name	the currently viewed Student
View Button	opens **Student Progress Journal Entry** 333 in **View** mode for selected Journal entry; equivalent to double-clicking a line
Add Button	opens **Student Progress Journal Entry** 333 in **Add** mode for adding a Journal entry
Delete Button	after confirmation, removes the selected Journal entry from the list
Report Button	creates printable report/PDF from info on this form; see **Student Progress Journal Report** 334

5.5.10.2.1 Student Progress Journal Entry

Student Progress Journal Entry shows details of a Journal entry. The form appears when **View Button** or **Add Button** are clicked on **Student Progress Journal** 332, or when a Journal entry is double-clicked. In each case, the form differs only in title, displayed data and enabled buttons, but operation is virtually identical.

Screenshot

(shown in **Edit** mode)

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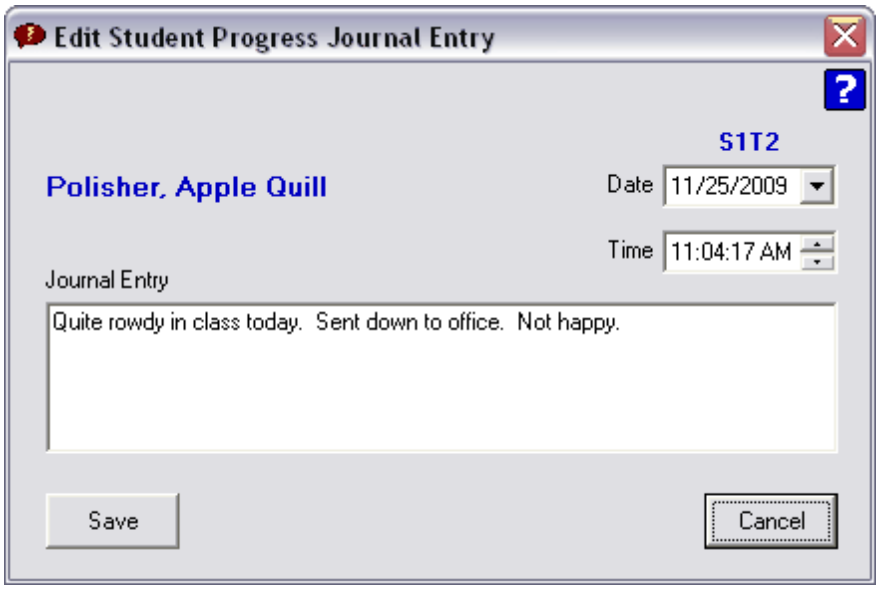

Controls

Control	Function
Student Name	the currently viewed Student
Term Indicator	the Term of the displayed Date
Date Selector	drop-down selector for date associated with Journal entry; in **Add** mode, initialized to today's date
Time Selector	drop-down selector for time associated with Journal entry; in **Add** mode, initialized to current time
Journal Entry	text of the Journal entry
Edit/Save Button	clicking **Edit Button** makes form data editable and changes it to **Save Button**; **Save Button** saves form data to the Section database

5.5.10.2.2 Student Progress Journal Report

Student Progress Journal Report is a formatted report of information on the **Student Progress Journal** 332 data grid, displayed when the **Report Button** is clicked. The report appears within Mindspark's standard **Report Handler** 361, which allows it to be easily viewed, printed, saved to PDF, or emailed to others. It should be thought of as a working report, for a teacher's or school's internal purposes. Reports intended for distribution to Students or Parents (eg **Progress Reports**) should be created via the **Communications Wizard** 335 tab.

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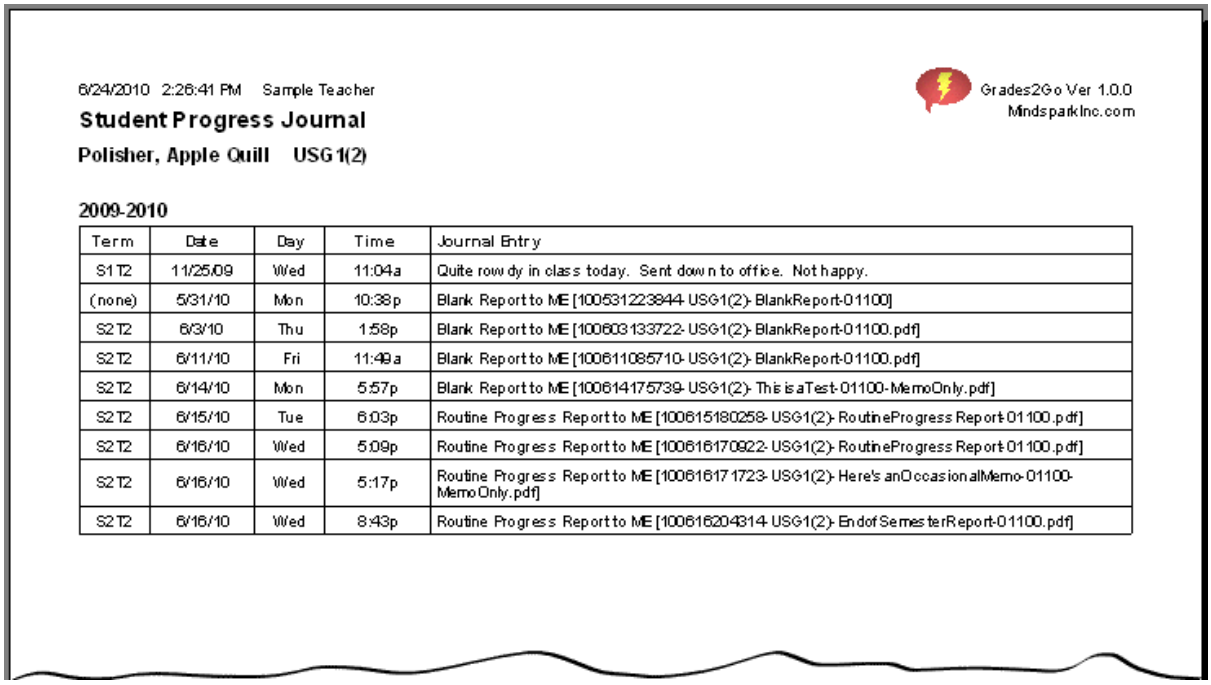
Data shown on this samples is covered in **Student Progress Journal** 332 and should be self-explanatory. Note that values and text are for example purposes only; they may be nonsensical and atypical of normal use!

Report Sample

(letter-size, **Portrait** orientation, as many sheets as necessary)



6/24/2010 2:26:41 PM Sample Teacher

Grades2Go Ver 1.0.0
Mindspark Inc.com

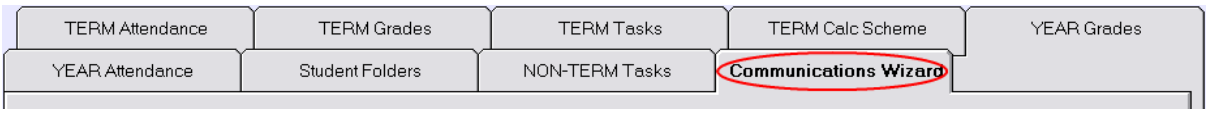
Student Progress Journal

Polisher, Apple Quill USG1(2)

2009-2010

Term	Date	Day	Time	Journal Entry
S1T2	11/25/09	Wed	11:04a	Quite rowdy in class today. Sent down to office. Not happy.
(none)	5/31/10	Mon	10:38p	Blank Report to ME [100531223844-USG1(2)-BlankReport-01100]
S2T2	6/3/10	Thu	1:58p	Blank Report to ME [100603133722-USG1(2)-BlankReport-01100.pdf]
S2T2	6/11/10	Fri	11:49a	Blank Report to ME [100611085710-USG1(2)-BlankReport-01100.pdf]
S2T2	6/14/10	Mon	5:57p	Blank Report to ME [100614175739-USG1(2)-This is a Test-01100-MemoOnly.pdf]
S2T2	6/15/10	Tue	6:03p	Routine Progress Report to ME [100615180258-USG1(2)-RoutineProgress Report-01100.pdf]
S2T2	6/16/10	Wed	5:09p	Routine Progress Report to ME [100616170922-USG1(2)-RoutineProgress Report-01100.pdf]
S2T2	6/16/10	Wed	5:17p	Routine Progress Report to ME [100616171723-USG1(2)-Here's an Occasional Memo-01100-Memo Only.pdf]
S2T2	6/16/10	Wed	8:43p	Routine Progress Report to ME [100616204314-USG1(2)-End of Semester Report-01100.pdf]

5.5.11 Tab: Communications Wizard



Communications Wizard is a powerful feature of Grades2Go™ Desktop that takes all the tedium out of creating and distributing Progress Reports for individual class sections. You can literally create and electronically distribute clear, well-formatted reports or memos to Students and their Support Circles ***within just a few clicks!***. The Communications Wizard makes it easy to be proactive in Parent/ Guardian communications to an extent never before possible — building your accountability as well as your image as a teacher.

Features

- Manages two kinds of Section-wide communications:

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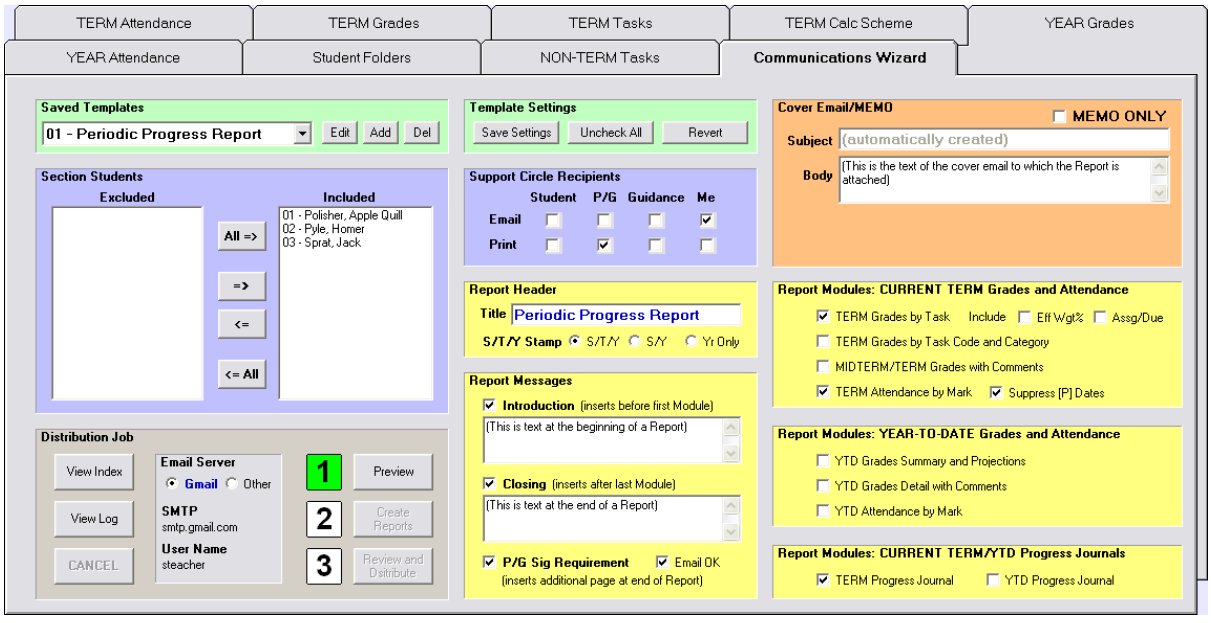
Reports — reports of individual student performance, attached as PDF documents to a cover email with a personalized Subject line, and distributed automatically (or printed for manual distribution) to designated student/Support Circle recipients

Memos — email memos of a general nature, with a personalized Subject line and optional attachments (eg calendar, class roster, etc), and distributed automatically (or printed for manual distribution) to designated student/Support Circle recipients

- Can include ***all*** students in a communication, or just selected ones
- Support Circle recipients can include the student, parents/guardians, the guidance counselor, and the teacher
- Reports are easily configured by simply checking/unchecking desired Report Modules
- Reports can be previewed before they are actually created and distributed
- Report configurations can be named and saved as Templates
- Saved Templates can be edited and deleted
- Emails can be distributed via either the Gmail server (the suggested option because it is both powerful and ***free***) or a user-defined one
- Jobs are logged into a Communications Wizard Index for easy status monitoring and document retrieval
- Pending jobs are prompted upon opening a Section Dashboard (each new Section job must be completed before a new one is started
- Pending jobs can be canceled

Screenshot



Controls

Communications Wizard control panels are color coded into four distinct functional types. Click on the **Type** links for complete descriptions and explanations.

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Color	Type	Description
	Template Panels 337	allow Report/Memo configurations to be saved to Templates that can be easily selected, edited, and deleted
	Recipient Panels 340	select the students for whom Reports/Memos will be created, as well as the Support Circle members to whom they will be distributed
	Cover Email/MEMO Panel 342	configures a Job as a Report or a Memo; for a Report, formats the cover email to which a Report PDF will be attached; for a Memo, allows subject and body to be specified, as well as an optional file attachment
	Report Module Panels 345	collections of preformatted, check-selectable Report Modules covering a range of data reporting needs
	Distribution Job Panel 352	provides sequencing of the Communications Job, guiding the User through the process; allows previewing of any Report/Memo configuration prior to creating actual Reports; once Reports are created, opens the Communications Job Distributor 354

5.5.11.1 Template Panels

Template Panels allow Report/Memo configurations to be saved to Templates that can be easily selected, edited, and deleted. They are covered in the following topics.

Think of Templates as starting points ...

Templates load the Communications Wizard screen with saved settings, saving you lots of Report formatting time. Once a Template is loaded, feel free to experiment by adding/removing Report Modules, modifying text, etc., and then clicking the **Preview Button** to preview the Report. If you want to save what you've come up with, click the **Add Button** to save it to a new Template name, or the **Save Settings Button** to save it to the current Template name.

5.5.11.1.1 Saved Templates

Saved Templates manages Communications Wizard templates names.

Screenshot

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Controls

Control	Function
Saved Template Selector	clicking the arrow opens a drop-down selector of all saved Templates; making a selection loads Communications Wizard with all control settings stored for that template
Edit Button	opens the **Edit Template Name** 339 form, ready for editing; the Template name itself has no effect on the Report that is eventually created
Add Button	opens the **Add Template Name** 339 form, which provides an option of saving the displayed configuration to the new Template
Delete Button	after confirmation, deletes the displayed Template name from the drop-down list

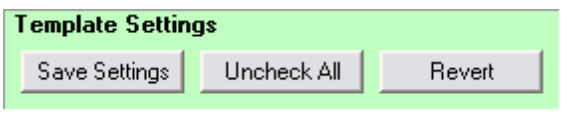
Template names can be edited for desired order ...

The **Saved Template Selector** presents all saved Templates in alphabetical order and is indexed to the first entry when the **Section Dashboard** is first opened. Since Template names can be edited without affecting Reports themselves, it is suggested that names be assigned which are forced to appear in the order most suitable for your personal use. An easy way to do this is to precede Template names with a numerical code, as shown in the screenshot above.

5.5.11.1.2 Template Settings

Template Settings enables the existing Communications Wizard settings to be saved to the currently selected Template. It also provides an easy way to uncheck all boxes and to return to the default configuration of the selected Template.

Screenshot



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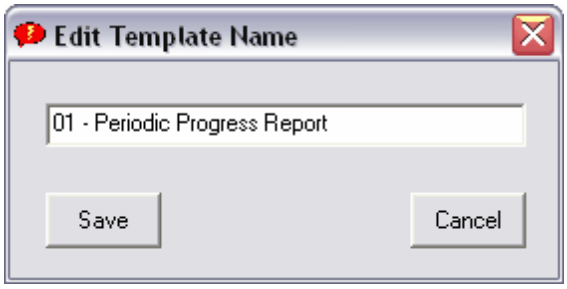
Controls

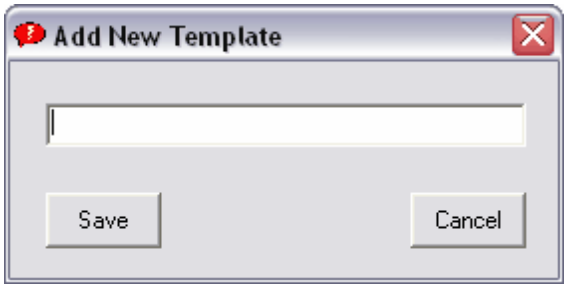
Control	Function
Save Settings Button	after confirmation, saves all displayed Communications Wizard configuration settings to the selected Template name, replacing previous settings (doesn't save Section Students selections)
Uncheck All Button	unchecks all checkboxes (leaves text boxes and option buttons unchanged)
Revert Button	returns displayed settings to the configuration stored in the currently selected Template

5.5.11.1.2.1 Edit/Add Template Forms

Edit/Add Template Forms allow the editing of an existing Template name or the addition of a new one. The two forms are essentially identical.

Screenshots





Controls

Control	Function
Text Box	in **Edit Template Name**, the name of the currently selected Template, ready to be edited; in **Add New Template**, allows naming of a new Template; see

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helpful **Tip** below!

Save Button — in **Edit Template Name**, saves the edited name; in **Add New Template**, saves the new name to the Template database; provides an option to associate a new name with displayed settings

Template names can be edited for desired order ...

The **Saved Template Selector** presents all saved Templates in alphabetical order and is indexed to the first entry when the **Section Dashboard** is first opened. Since Template names can be edited without affecting Reports themselves, it is suggested that names be assigned which are forced to appear in the order most suitable for your personal use. An easy way to do this is to precede Template names with a numerical code, as shown in the screenshot above.

5.5.11.2 Recipient Panels

Recipient Panels select the students for whom Reports/Memos will be created, as well as the Support Circle members to whom they will be distributed. These panels are covered in the following topics.

What is a Support Circle?

As defined by Mindspark Inc, a student's Support Circle is the group of individuals most concerned with his/her academic progress. In Grades2Go™, It includes the student, parents/guardians, the guidance counselor, and the teacher.

5.5.11.2.1 Section Students

Section Students selects the students for whom Reports or Memos will be created and distributed.

Screenshot

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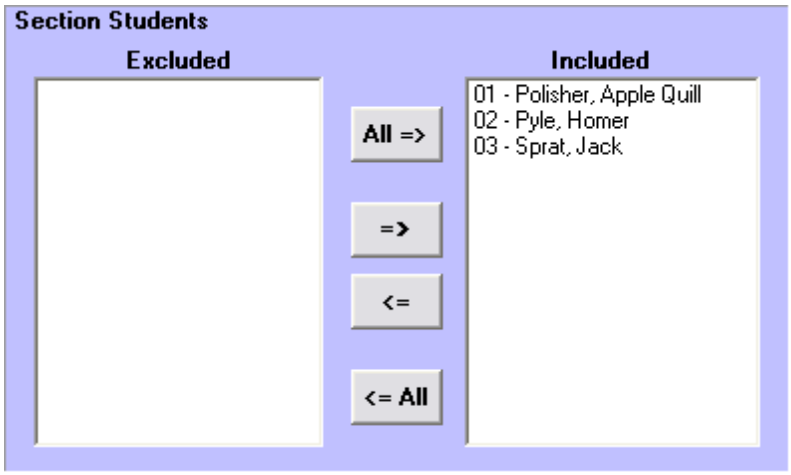

Controls

Control	Function
Excluded	students to be excluded from the Report/Memo Communication
=> All Button	moves all **Excluded** students to the **Included** side
=> Button	moves a single student from the **Included** side to the **Excluded** side
<= Button	moves a single student from the **Excluded** side to the **Included** side
<= All Button	moves all **Included** students to the **Excluded** side
Included	students to be included in the Report/Memo Communication

5.5.11.2.2 Support Circle Recipients

Support Circle Recipients sets Report/Memo recipients with simple checkmarks. Settings apply to all **Included** students but can be changed on a per student basis in the **Communications Job Distributor**.

What is a Support Circle?

As defined by Mindspark Inc, a student's Support Circle is the group of individuals most concerned with his/her academic progress. In Grades2Go™, It includes the student, parents/guardians, the guidance counselor, and the teacher (Me).

Screenshot

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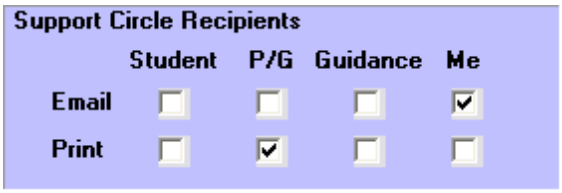

Controls

Control	Function
Checkbox Columns	
Student	check on either or both rows adds student as a recipient
P/G	check on either or both rows adds parents/guardians as recipients
Guidance	check on either or both rows adds guidance counselor as recipient
Me	check on either or both rows adds yourself as a recipient (for archives or for assurance that Report/Memo was successfully distributed)
Checkbox Rows	
Email	check in any column prepares/distributes an email to that recipient
Print	check in any column prepares a printed copy for that recipient

5.5.11.3 Cover Email/MEMO Panel

Cover Email/MEMO Panel configures the a Job as a **Report** or a **Memo**. For a Report, it formats the cover email to which a Report PDF will be attached; for a Memo, it allows subject and body to be specified, as well as an optional file attachment. These modes are covered in the next two topics.

5.5.11.3.1 REPORT Mode

REPORT Mode exists whenever **MEMO ONLY** is ***not*** checked. This is accompanied by visibility of all **Report Module Panels**.

Screenshot

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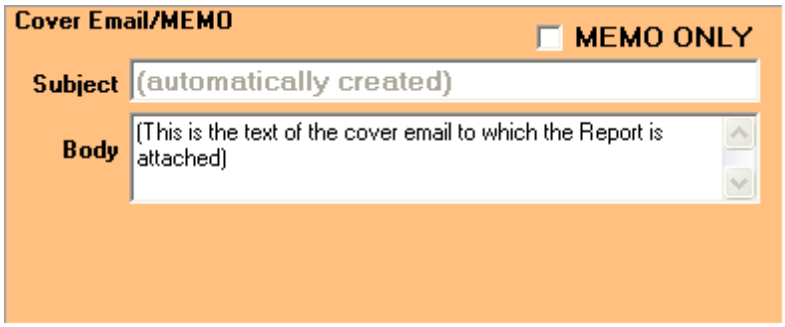
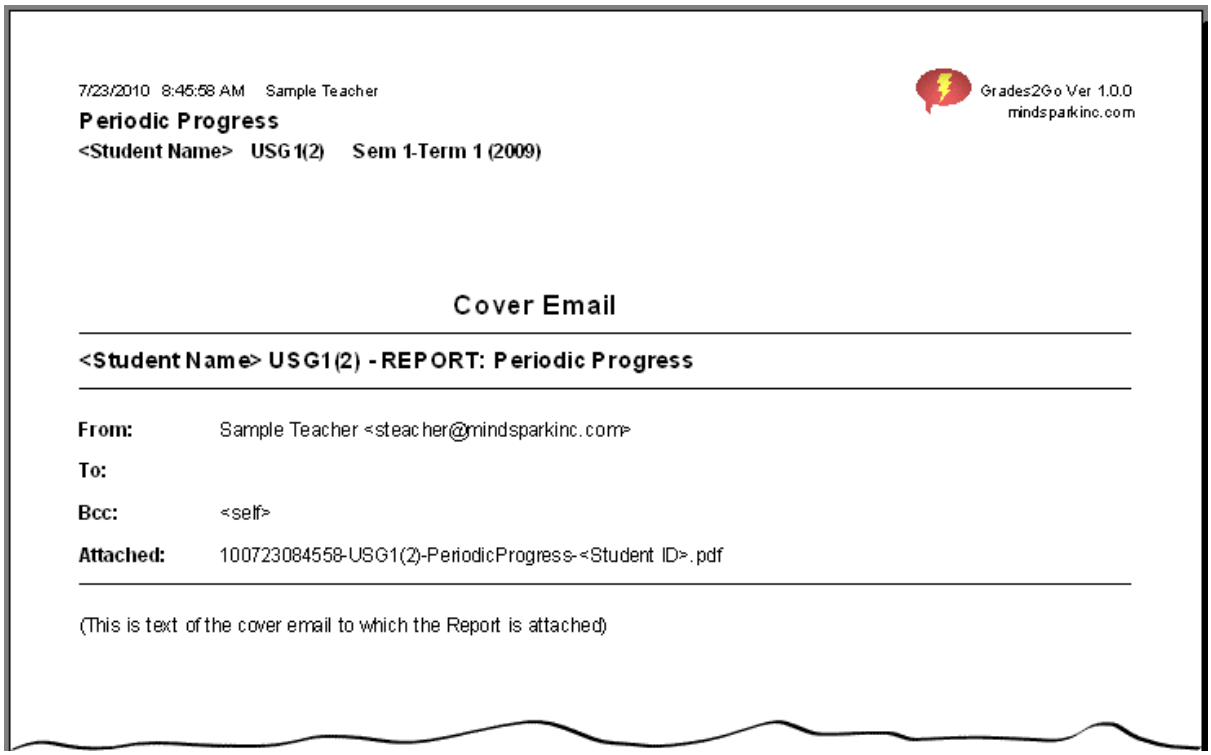


Controls

Control	Function
MEMO ONLY Checkbox	not checked for Report mode; Report Module Panels are visible
Subject	subject line of the Cover Email for a Report; automatically created and personalized for each Student Report during **Create Reports** process
Body	text box for entering body of the Cover Email

Report Sample



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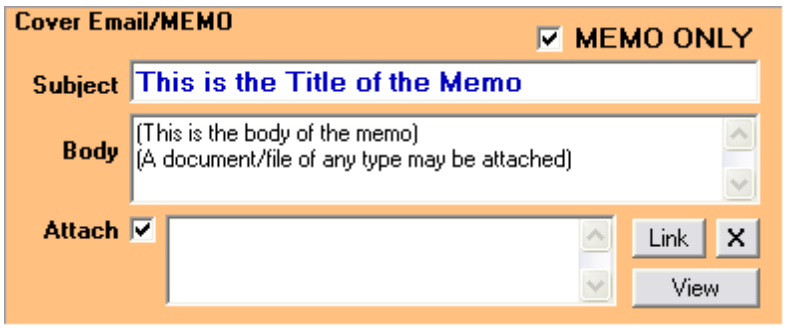
5.5.11.3.2 MEMO Mode

MEMO Mode exists whenever **MEMO ONLY** is checked. **Report Module Panels** have no effect and are therefore made invisible.

Screenshot



Controls

Control	Function
MEMO ONLY Checkbox	checked for MEMO mode; Report Module Panels are invisible
Subject	subject line of the MEMO email; automatically preceded by student name and section prior to being sent
Body	text box for entering body of the MEMO email
Attach Checkbox	checking the box reveals attachment controls
Attach Link	text box displaying path to an attached document or file
Link Button	opens a folder/file selector dialog window to locate an existing document for attachment
X Button	deletes the contents of the Attach Link box
View Button	opens a linked file/document with the appropriate application program

Memo Sample

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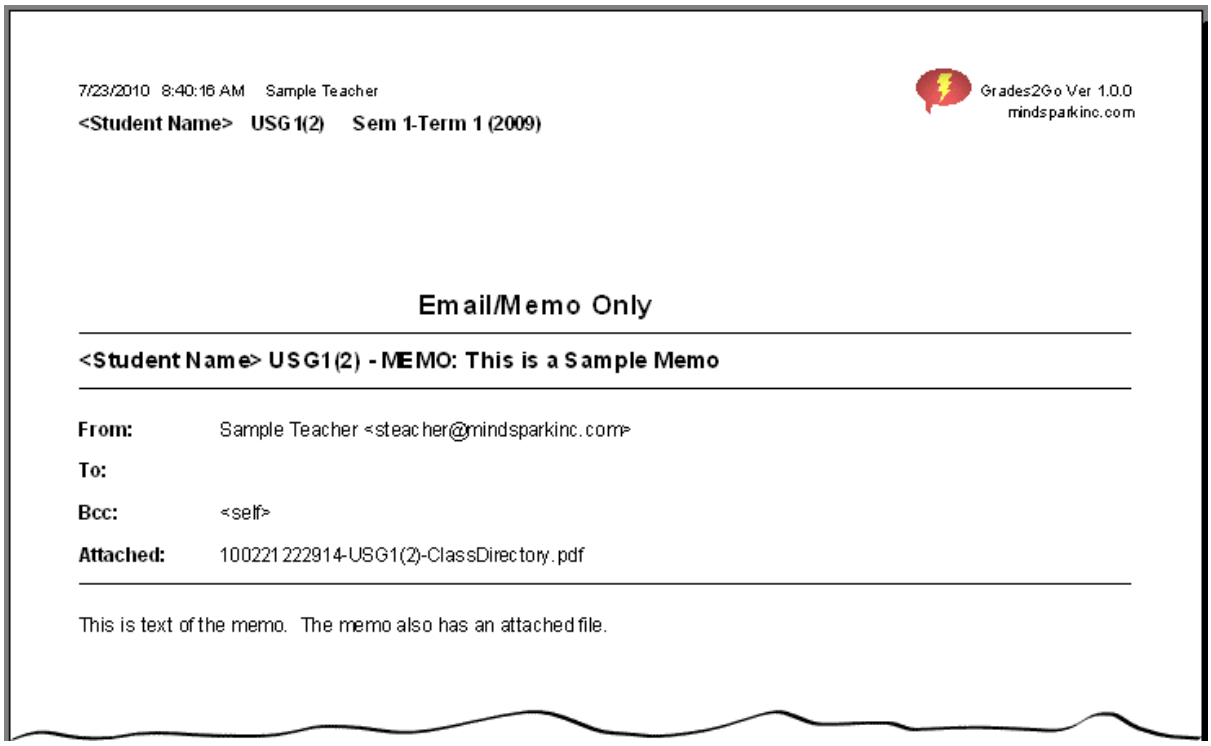

7/23/2010 8:40:16 AM Sample Teacher

<Student Name> USG1(2) Sem 1-Term 1 (2009)

Grades2Go Ver 1.0.0
mindsparkinc.com

Email/Memo Only

<Student Name> USG1(2) - MEMO: This is a Sample Memo

From: Sample Teacher <steacher@mindsparkinc.com>

To:

Bcc: <self>

Attached: 100221222914-USG1(2)-ClassDirectory.pdf

This is text of the memo. The memo also has an attached file.

5.5.11.4 Report Panels

Report Panels are collections of preformatted Report components covering a range of data reporting needs. They are covered in detail in the following topics.

5.5.11.4.1 Report Header

Report Header appears on each page of a Report and can't be disabled. It includes the Report Title (***not*** the Template Name!), the name of the student, the Section, and a user-selectable term stamp to indicate the time scope of the Report, as shown in PDF Output below. This panel is not visible if **MEMO ONLY** is checked.

Screenshot

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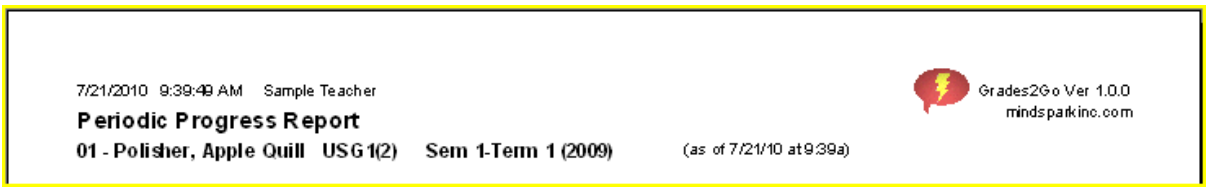
Controls

Control	Function
Title	the desired name for the Report; usually similar to the Template Name, but can be any desired text
S/T/Y Stamp	a term stamp showing the intended time scope for the Report
S/T/Y Option	currently viewed semester, term and year, eg **Sem 1-Term 1 (2009)**
S/Y Option	currently viewed semester and year, eg **Sem 1 (2009)**
Yr Only Option	currently viewed year only, eg **(2009)**

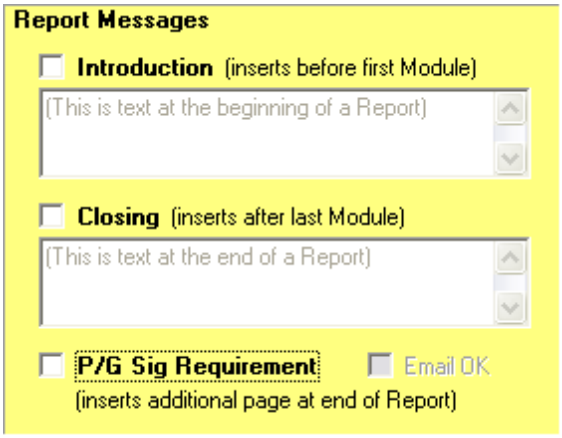
Report Module Sample


7/21/2010 9:39:49 AM Sample Teacher
Periodic Progress Report
01 - Polisher, Apple Quill USG1(2) Sem 1-Term 1 (2009)
(as of 7/21/10 at 9:39a)
Grades2Go Ver 1.0.0
mindsparkinc.com

5.5.11.4.2 Report Messages

Report Messages can appear at the very beginning and very end of any Report and are enabled via checkboxes, creating PDF Output as shown below. Available selections include an **Introduction**, a **Closing**, and a **P/G Signature Requirement** message page. This panel is not visible if **MEMO ONLY** is checked.

Screenshot


Report Messages
Introduction (inserts before first Module)
(This is text at the beginning of a Report)
Closing (inserts after last Module)
(This is text at the end of a Report)
P/G Sig Requirement
Email OK
(inserts additional page at end of Report)

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Controls

Control	Function
Introduction Checkbox	checking enables the Introduction Message window and places text at the beginning of the Report
Message	text of Introduction Message
Closing Checkbox	checking enables the Closing Message window and places text at the end of the Report
Closing Text	text of Closing Message
P/G Sig Requirement Checkbox	checking adds a Parent/Guardian signature requirement to the Report, adding an extra returnable page at the end; enables the Email OK Checkbox
Email OK Checkbox	if checked, adds the option to sign the Report via return email immediately after the P/G Signature message; provides a PDF-operable button that simplifies the reply

Report Module Samples

Introduction

(This is text at the beginning of a Report)

Closing

(This is text at the end of a Report)

(added an an extra page at the end of the Report)

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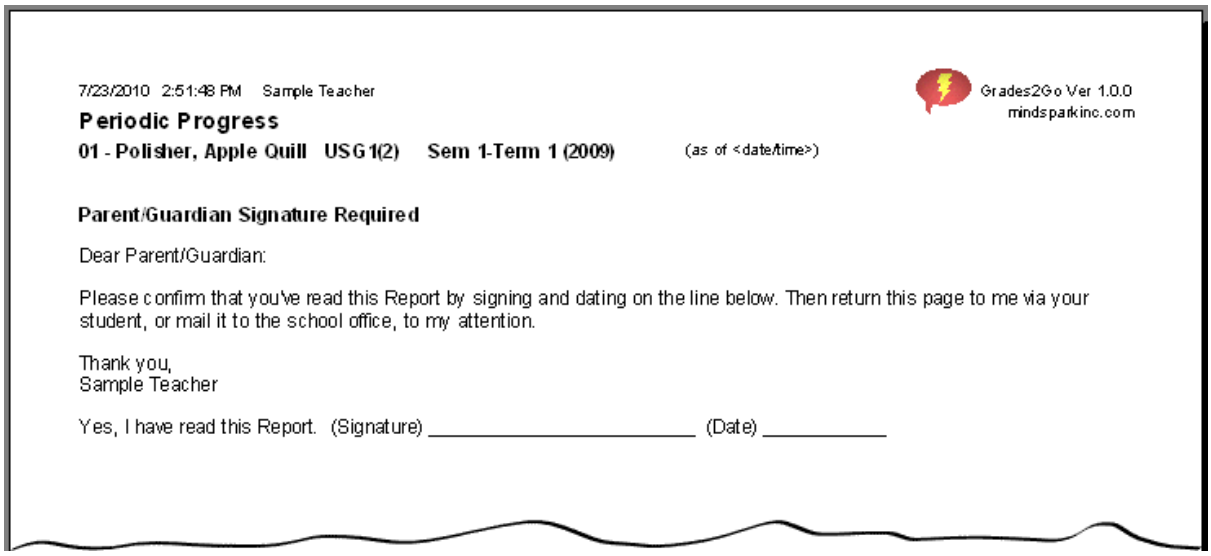


7/23/2010 2:51:48 PM Sample Teacher

Grades2Go Ver 1.0.0
mindsparkinc.com

Periodic Progress

01 - Polisher, Apple Quill USG1(2) Sem 1-Term 1 (2009) (as of <date/time>)

Parent/Guardian Signature Required

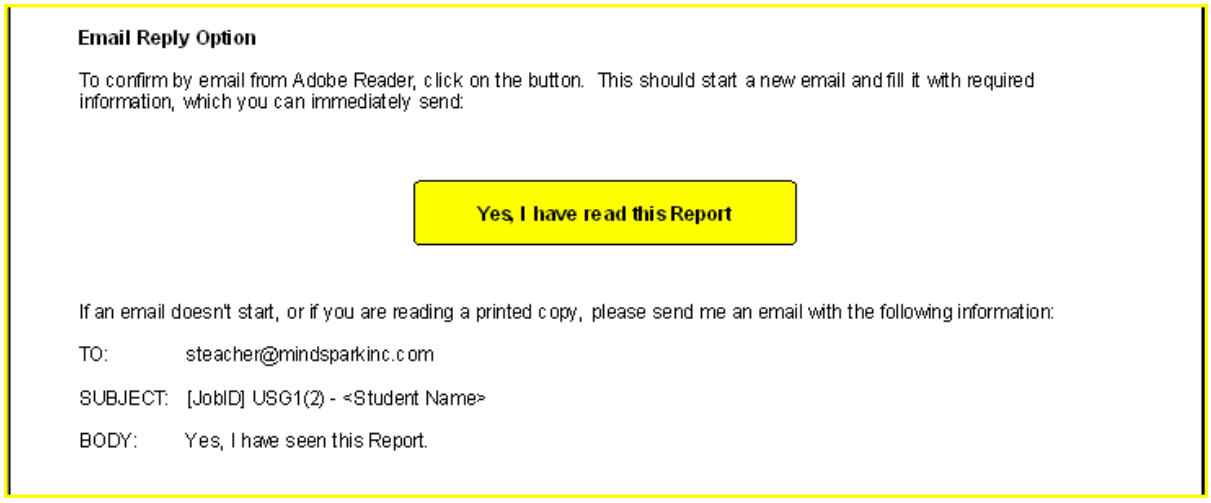
Dear Parent/Guardian:

Please confirm that you've read this Report by signing and dating on the line below. Then return this page to me via your student, or mail it to the school office, to my attention.

Thank you,
Sample Teacher

Yes, I have read this Report. (Signature) _____ (Date) _____

(added immediately after the Parent/Guardian Signature Requirement)



Email Reply Option

To confirm by email from Adobe Reader, click on the button. This should start a new email and fill it with required information, which you can immediately send:

Yes, I have read this Report

If an email doesn't start, or if you are reading a printed copy, please send me an email with the following information:

TO: steacher@mindsparkinc.com

SUBJECT: [JobID] USG1(2) - <Student Name>

BODY: Yes, I have seen this Report.

5.5.11.4.3 Report Modules: CURRENT TERM Grades and Attendance

Report Modules: CURRENT TERM Grades and Attendance is a collection of Report Modules focusing on student data for the currently viewed term. Each line is a separate Module enabled via a checkbox (some with additional options), creating PDF Output as shown below. This panel is not visible if **MEMO ONLY** is checked.

Screenshot

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Report Modules: CURRENT TERM Grades and Attendance

- [x] TERM Grades by Task Include [ ] Eff Wgt% [ ] Assg/Due
- [ ] TERM Grades by Task Code and Category
- [ ] MIDTERM/TERM Grades with Comments
- [x] TERM Attendance by Mark [x] Suppress [P] Dates

Report Module Samples

TERM Grades by Task PC Algorithm(Points within Categories)

#	Code	Pts	Eff Wgt	Task Name	Assg	Due	[in]	Grade	Comment
1	P	10	10.00%	Asking Questions	8/31	8/31			
2	H	10	10.00%	Book Review 2	8/31	9/4	9/3	8.3/10	This is a sample comment
3	H	10	10.00%	Reading 2	9/7	9/10			
4	Q	10	6.36%	Prelim Quiz	9/9	9/9	5/3	98.5%	

[N/A]=not averaged; [EC]=extra credit; [BONUS]=extra points; [In]=handed-in but not yet graded

Term Avg = 95.1% (A)

TERM Grades by Task Code PC Algorithm(Points within Categories)

Code	Task Type	#	Tot Pts	Eff Wgt	Category	Grade
Q	Quiz	1	10	6.36%	Assessments	98.5%
T	Test	1	100	63.64%	Assessments	
H	Homework	2	20	20.0%	Homework	83.0%
P	Participation	1	10	10.0%	Participation	

TERM Grades by Task Category

Category	Includes	Weight	Grade
Assessments	Q, T	70.0%	98.5%
Homework	H	20.0%	83.0%
Participation	P	10.0%	

MIDTERM/TERM Grades with Comments

Date	Type	Grade	Comments
7/21	Midterm	95.1%	Demonstrates enthusiasm for subject; A highly motivated, exemplary student; Demonstrates leadership; Great job so far. Keep it up!
7/21	Term End	95.1%	

TERM Attendance By Mark Student's Class Days to Date: 41 Class Days in Term: 41

Type	#	On Dates
[P] Present	37	(T)9/1; (W)9/2:This is a sample comment; (Th)9/3; (T)9/8:Comment; (W)9/9; (Th)9/10; (F)9/11; (M)9/14; (T)9/15; (W)9/16; (Th)9/17; (F)9/18; (M)9/21; (T)9/22; (W)9/23; (Th)9/24; (F)9/25; (T)9/29; (W)9/30; (Th)10/1; (F)10/2; (M)10/5; (T)10/6; (W)10/7; (Th)10/8; (F)10/9; (T)10/13; (W)10/14; (Th)10/15; (F)10/16; (M)10/19; (T)10/20; (W)10/21; (T)10/27; (W)10/28; (Th)10/29; (F)10/30:Sample Comment
[T] Tardies	1	(M)8/31:Comment 1
[A] Unexcused Absences	3	(Th)10/22; (F)10/23:This is a comment; (M)10/26
[E] Excused Absences	0	

5.5.11.4.4 Report Modules: YEAR-TO-DATE Grades and Attendance

Report Modules: YEAR-TO-DATE Grades and Attendance is a collection of Report Modules focusing on student data for the currently viewed year as a whole. Each line is a separate

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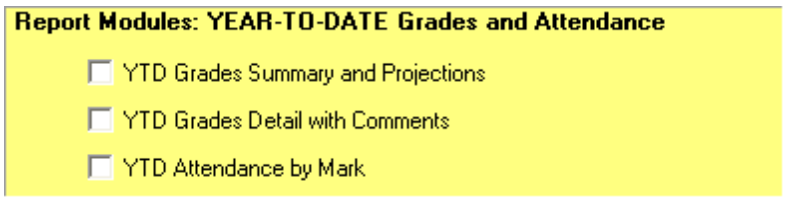
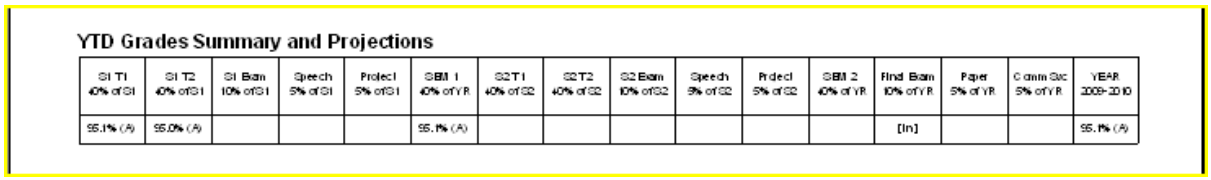
Module enabled via a checkbox, creating PDF Output as shown below. This panel is not visible if **MEMO ONLY** is checked.

Screenshot

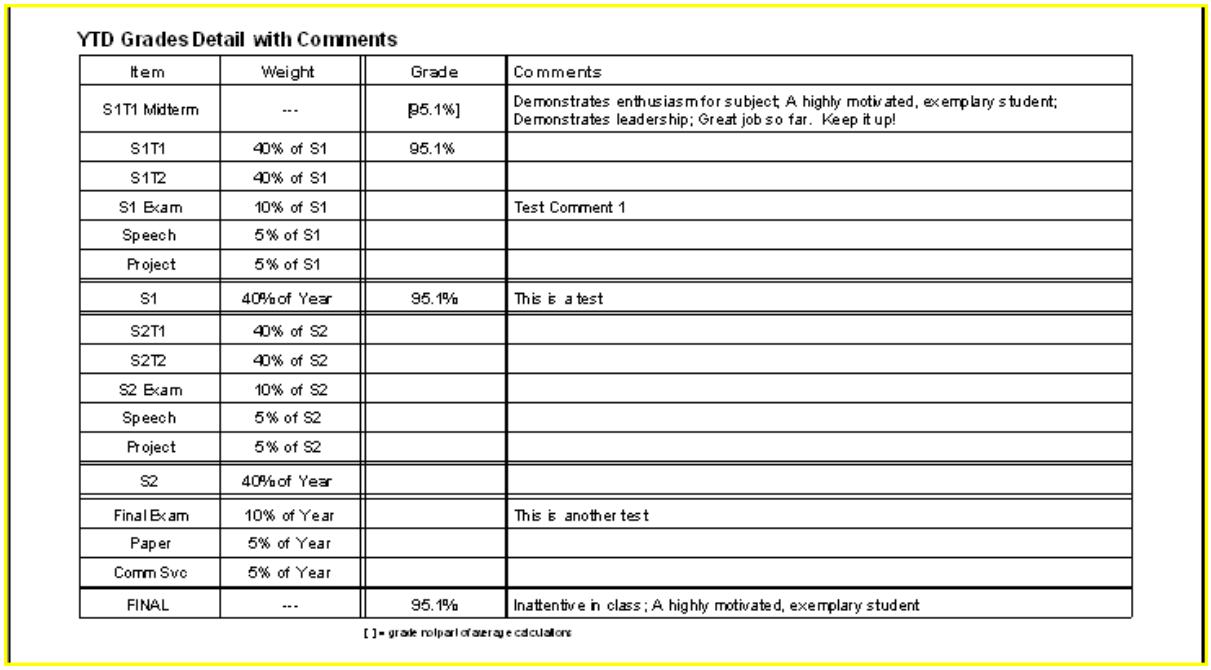

Report Modules: YEAR-TO-DATE Grades and Attendance
YTD Grades Summary and Projections
YTD Grades Detail with Comments
YTD Attendance by Mark

Report Module Samples



YTD Grades Summary and Projections

S1 T1 40% of S1	S1 T2 40% of S1	S1 Exam 10% of S1	Speech 5% of S1	Project 5% of S1	S1Mk 1 40% of YR	S2 T1 40% of S2	S2 T2 40% of S2	S2 Exam 10% of S2	Speech 5% of S2	Project 5% of S2	S1Mk 2 40% of YR	Final Exam 10% of YR	Paper 5% of YR	Comm Svc 5% of YR	YEAR 2009-2010
95.1% (A)	95.0% (A)				95.1% (A)							[In]			95.1% (A)



YTD Grades Detail with Comments

Item	Weight	Grade	Comments
S1T1 Midterm	---	[95.1%]	Demonstrates enthusiasm for subject; A highly motivated, exemplary student; Demonstrates leadership; Great job so far. Keep it up!
S1T1	40% of S1	95.1%	
S1T2	40% of S1		
S1 Exam	10% of S1		Test Comment 1
Speech	5% of S1		
Project	5% of S1		
S1	40% of Year	95.1%	This is a test
S2T1	40% of S2		
S2T2	40% of S2		
S2 Exam	10% of S2		
Speech	5% of S2		
Project	5% of S2		
S2	40% of Year		
Final Exam	10% of Year		This is another test
Paper	5% of Year		
Comm Svc	5% of Year		
FINAL	---	95.1%	Inattentive in class; A highly motivated, exemplary student

[ ] = grade not part of average calculations

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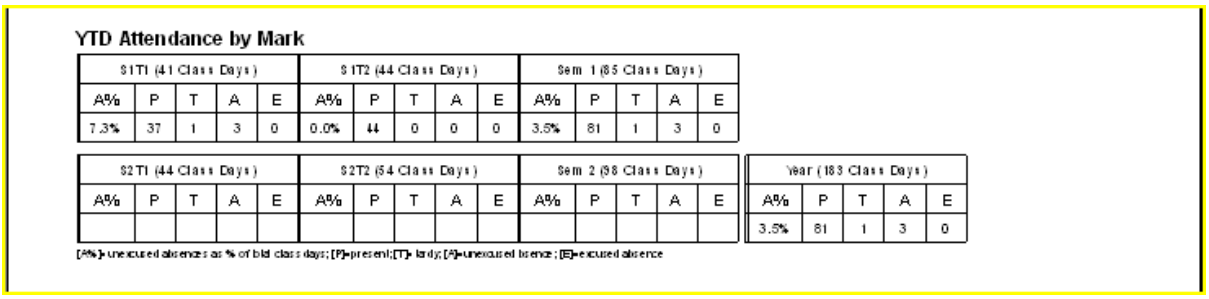


YTD Attendance by Mark

S1T1 (41 Class Days)					S1T2 (44 Class Days)					Sem 1 (85 Class Days)				
A%	P	T	A	E	A%	P	T	A	E	A%	P	T	A	E
7.3%	37	1	3	0	0.0%	44	0	0	0	3.5%	81	1	3	0

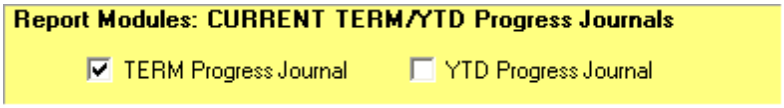
S2T1 (44 Class Days)					S2T2 (54 Class Days)					Sem 2 (98 Class Days)					Year (183 Class Days)				
A%	P	T	A	E	A%	P	T	A	E	A%	P	T	A	E	A%	P	T	A	E
															3.5%	81	1	3	0

[A%]=unexcused absences as % of bld class days; [P]=present;[T]= tardy; [A]=unexcused absence ; [E]=excused absence

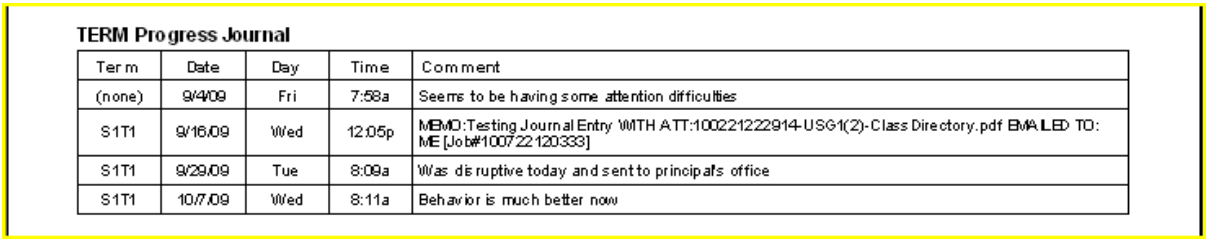
5.5.11.4.5 Report Modules: CURRENT TERM/YTD Progress Journals

Report Modules: CURRENT TERM/YTD Progress Journals is a collection of Report Modules focusing on entries in the Student Journal for the currently viewed term and for the year as a whole. Each of the two items is a separate Module enabled via a checkbox, creating PDF Output as shown below. This panel is not visible if **MEMO ONLY** is checked.

Screenshot

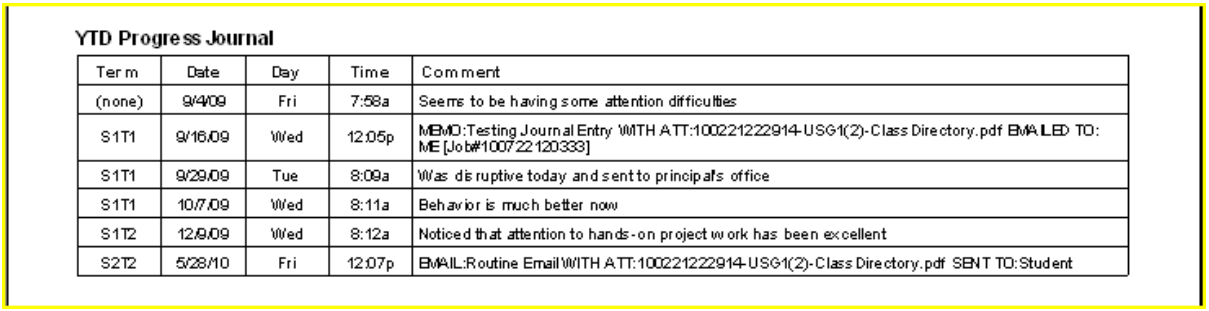


Report Module Samples



TERM Progress Journal

Term	Date	Day	Time	Comment
(none)	9/4/09	Fri	7:58a	Seems to be having some attention difficulties
S1T1	9/16/09	Wed	12:05p	MEMO:Testing Journal Entry WITH ATT:100221222914-USG1(2)-Class Directory.pdf EMAILED TO: ME [Job#100722120333]
S1T1	9/29/09	Tue	8:09a	Was disruptive today and sent to principal's office
S1T1	10/7/09	Wed	8:11a	Behavior is much better now



YTD Progress Journal

Term	Date	Day	Time	Comment
(none)	9/4/09	Fri	7:58a	Seems to be having some attention difficulties
S1T1	9/16/09	Wed	12:05p	MEMO:Testing Journal Entry WITH ATT:100221222914-USG1(2)-Class Directory.pdf EMAILED TO: ME [Job#100722120333]
S1T1	9/29/09	Tue	8:09a	Was disruptive today and sent to principal's office
S1T1	10/7/09	Wed	8:11a	Behavior is much better now
S1T2	12/9/09	Wed	8:12a	Noticed that attention to hands-on project work has been excellent
S2T2	5/28/10	Fri	12:07p	EMAIL:Routine Email WITH ATT:100221222914-USG1(2)-Class Directory.pdf SENT TO:Student

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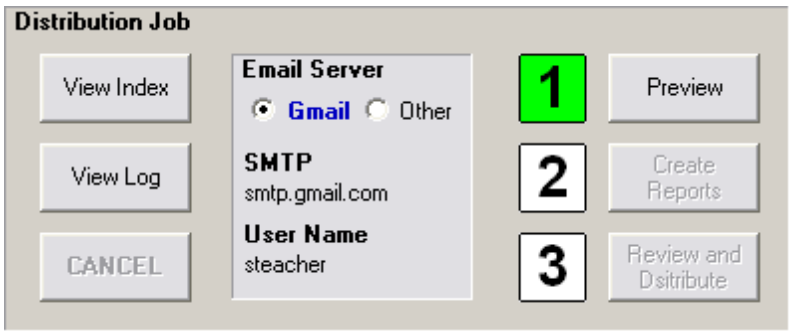
5.5.11.5 Distribution Job Panel

Distribution Job Panel sequences the User through the Communications Wizard's necessary steps.

Features

- allows previewing of any Report/Memo configuration
- selects the email server to be used
- allows canceling of the Job if necessary
- allows viewing of the Section's Communications Wizard Index

Screenshot



Controls

Control	Function
Cancel Job Button	after confirmation, terminates the Job; removes any created files (.box types); removes Job from the **Communications Wizard Index** 251
View Index Button	opens the **Communications Wizard Index** 251 form and shows all entries for the Current Section
Email Server Panel	allows User to choose the preferred email server for the present Job; initializes to the selection made in **Report Server** 157
Gmail Option	selects the Gmail server if available
Other Option	selects the other email server if available (User-defined)
SMTP	the SMTP address for the selected email server (for visual reference only)
User Name	the Current User's **User Name** for the selected email server (for visual reference only)

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[Step #1] Preview Indicator/ Button: green when waiting for the User and white otherwise; clicking previews the entire Job in the **Communications Job Previewer** 353, after which **Create Reports Indicator/Button** is enabled (or **Review and Distribute Indicator/Button** in the case of a **Memo**)

[Step #2] Create Reports Indicator/ Button: green/enabled after completing **Step #1**; after clicking and a confirmation message, creates a **.box** file of each Student's report and places it in the **Pending** 255 folder; completion enables the **Review and Distribute Indicator/Button** (this step is skipped in case of a **Memo**)

[Step #3] Review and Distribute Indicator/Button: green/enabled after completing **Step #1** (or **Step #2** in case of a **Memo**) when waiting for the User and white/ disabled otherwise; clicking brings up **[Step #4]**,the **Communications Job Distributor** 354 form , from which the Communication Job is actually sent, and places the Job in the **Communications Wizard Index** 251

5.5.11.5.1 Communications Job Previewer

Communications Job Previewer is the standard container for previewing Communications Wizard Reports and memos. It appears after clicking **Preview Button** in **Distribution Job Controls** 352, as well as double-clicking the **Report/Memo** column in the **Communications Job Distributor** 354.

Features

- allows previewing and printing of an entire Communications Job (all students) before it is sent
- browser-like environment allows quick review of all pages in adjustable magnifications
- cover page is a template of the email to be sent (customized for each student)

Screenshot

(shows cover email and a single-page Report for each of three students)

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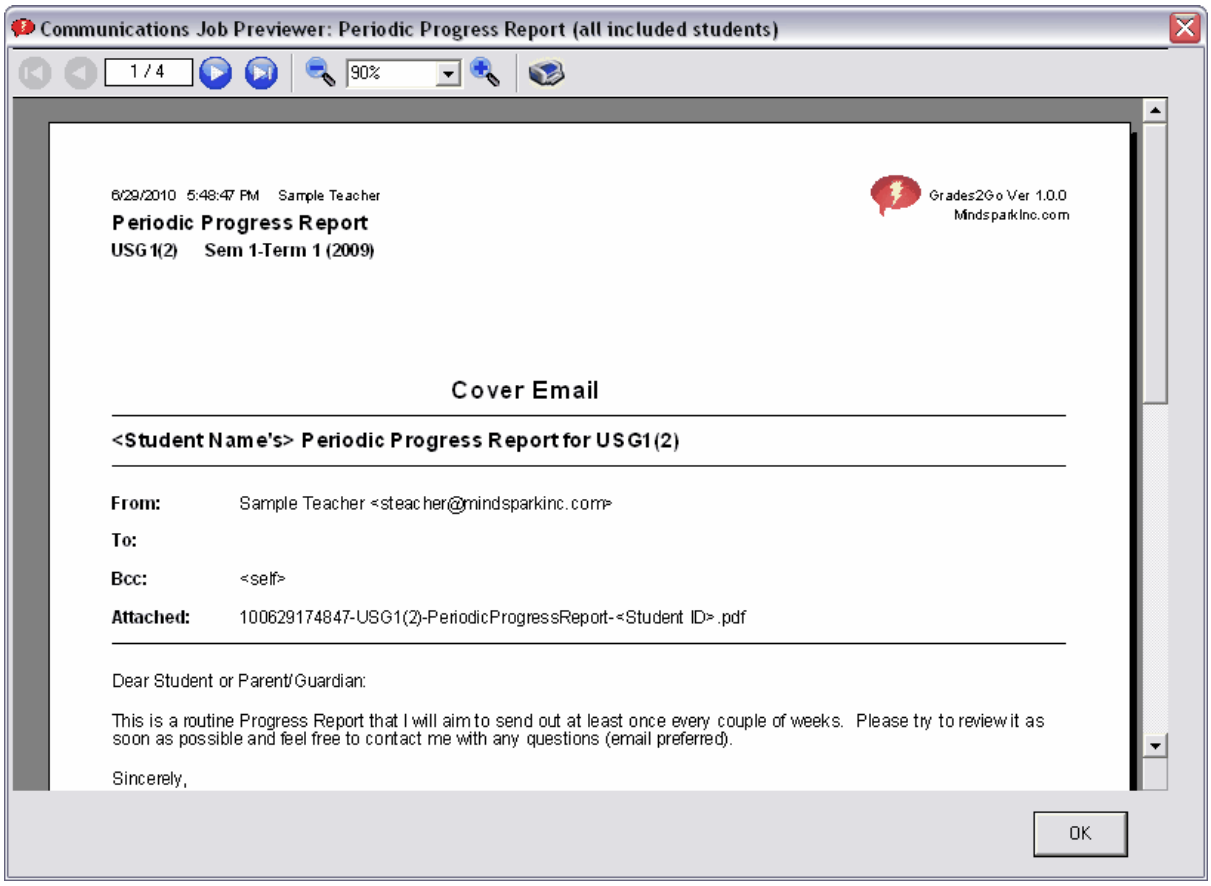
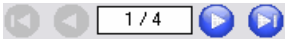

Communications Job Previewer: Periodic Progress Report (all included students)
1 / 4
90%
6/29/2010 5:48:47 PM Sample Teacher
Periodic Progress Report
USG1(2) Sem 1-Term 1 (2009)
Grades2Go Ver 1.0.0
MindsparkInc.com
Cover Email
<Student Name's> Periodic Progress Report for USG1(2)
From: Sample Teacher <steacher@mindsparkinc.com>
To:
Bcc: <self>
Attached: 100629174847-USG1(2)-PeriodicProgressReport-<Student ID>.pdf
Dear Student or Parent/Guardian:
This is a routine Progress Report that I will aim to send out at least once every couple of weeks. Please try to review it as soon as possible and feel free to contact me with any questions (email preferred).
Sincerely,
OK

Controls

Control	Function
	**Page Control:** (l to r) first page, previous page, # / total, next page, last page
	Zoom Control: (l to r) zoom out, dropdown % (with fit height, fit width, fit page), zoom in
	Print Button: initiates printout via Windows print dialog box
View Attachment Button (not visible here)	clicking opens Memo attachment in a separate window, using the appropriate application program (visible only if **MEMO ONLY** is checked and an attachment exists)
OK Button	closes window

5.5.11.5.2 Communications Job Distributor

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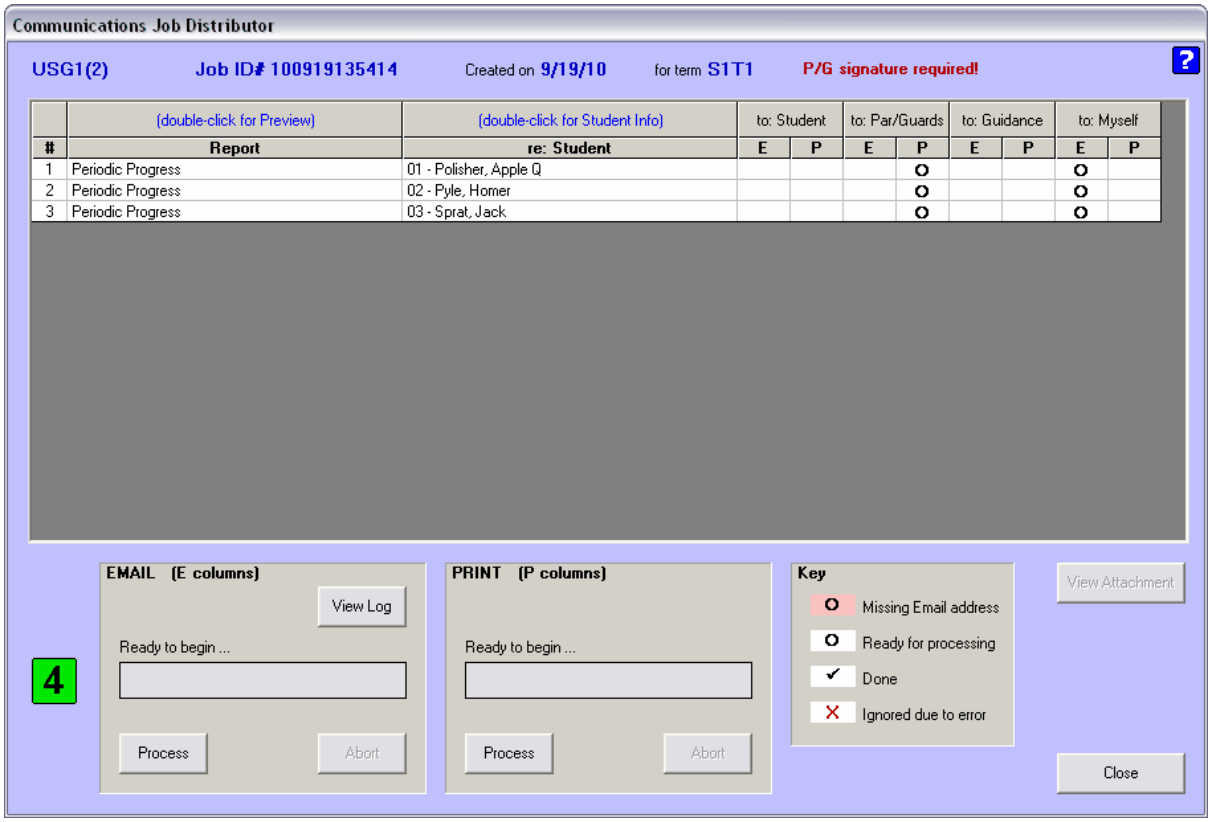
Communications Job Distributor lists Student emailings or printouts that are pending in a Communications Wizard Job. It appears after clicking **Review and Distribute Button** in **Distribution Job Panel** 352.

Features

- allows quick previewing of each personalized Report/Memo
- allows quick review and edit of Student Info (eg to adjust Support Circle email addresses)
- allows customizing of Support Circle recipients for any individual student
- automatically records Jobs in a the Communications Wizard Index
- maintains a Log (simple text file) of emailed communications
- automatically adds an entry to all Student Journals noting a distributed Communication

Screenshot



Data Grid

Column	Data Description
#	sequential item number with no particular meaning

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Report/Memo Only	name of **Report** or **Memo** being distributed; double-clicking opens it in the Communications Job Previewer
re: Student	name of student to whom **Report/Memo** is being distributed; double-clicking opens the **Student Information Form**
Support Circle Recipients	
to: Student (E/P cols)	indicates intended Email (**E**) and/or Print (**P**) distribution to Student; see **Distribution Status Key** for status codes; if still pending distribution, double-clicking allows distribution to be added or cleared via the **Communication Recipient Edit** 357 form
to: Par/Guards (E/P cols)	indicates intended Email (**E**) and/or Print (**P**) distribution to Parents/ Guardians; see **Distribution Status Key** for status codes; if still pending distribution, double-clicking allows distribution to be added or cleared via the **Communication Recipient Edit** 357 form
to: Guidance (E/P cols)	indicates intended Email (**E**) and/or Print (**P**) distribution to Guidance; see **Distribution Status Key** for status codes; if still pending distribution, double-clicking allows distribution to be added or cleared via the **Communication Recipient Edit** 357 form
to: Myself (E/P cols)	indicates intended Email (**E**) and/or Print (**P**) distribution to Teacher; see **Distribution Status Key** for status codes; if still pending distribution, double-clicking allows distribution to be added or cleared via the **Communication Recipient Edit** 357 form

Distribution Status Key

Key	Status
O	distribution is pending, but email address must be supplied in Student Info before it can proceed
O	ready for distribution
✓	distribution was successfully completed
✗	distribution was ignored due to an error (considered processed)

Controls

Control	Function
4	visual indication that this form is the fourth main step **[Step #4]** of the Communications Wizard process
Top Line	Section, Job#, date Job created, term of Report (time scope), **P/G signature required** indicator

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EMAIL (E columns) Panel	controls for processing scheduled emails
View Log Button	displays the **Communications Wizard Email Log** 361
Progress Indicator	after Process Button is pushed, indicates the current item being emailed as well as a visual progress bar
Process Button	begins the process of distributing scheduled emails to indicated recipients; if successful, marks emailed items with a check (see Distribution Status Key); if **<< PUSH!** is visible, processing must be initiated even though no emails are scheduled (usually as a result of **Communication Recipient Edit** 357)
Abort Button	enabled during email distribution; interrupts the process if pushed
iPRINT (P columns) Panel	controls for processing scheduled printouts
Progress Indicator	after Process Button is pushed, indicates the current item being printed as well as a visual progress bar
Process Button	begins the process of printing scheduled items to indicated recipients; marks completed items with a check (see Distribution Status Key); if **<< PUSH!** is visible, processing must be initiated even though no emails are scheduled (usually as a result of **Communication Recipient Edit** 357)
Abort Button	enabled during printing; interrupts the process if pushed
Key Panel	status indicators, for quick reference (see Distribution Status Key for details)
View Attachment Button	enabled for Memos with an attachment; displays it via the appropriate application program
Close Button	if Job is incomplete, saves status and closes the window, with only the Communications Wizard **Distribution Job Panel** visible; if Job is complete (indicated by **JOB IS COMPLETE! >>**), closes the window and enables the Wizard for the next Job

One Communications Job at a time ...

For any Section, only one Communication Job can be in process at any one time. Incomplete jobs will force completion of this list before another can be started (unless **CANCEL** is pushed on the **Distribution Job Panel**).

5.5.11.5.3 Communication Recipient Edit Form

Communication Recipient Edit Form allows Report or Memo recipients to be adjusted on a student-by-student basis after being initially set by the **Support Circle Recipients** 341 checkboxes. It appears after double-clicking any undistributed Student/Recipient cell on the **Communications Job Distributor** 354 and allows it to be changed from its current state (subject to certain conditions to which the User is alerted).

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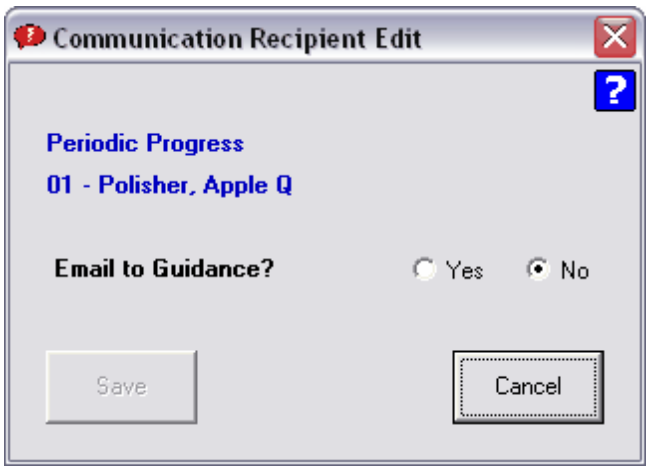
Screenshot



Controls

Control	Function
Report/Memo Name	current Report/Memo name
Student	student currently selected on **Communications Job Distributor** 354
Question Prompt	a question of the form **Email to xxxx?** or **Printout to xxxx?** depending on the **Communications Job Distributor** 354 cell that was clicked
Yes/No Option	when form is loaded, indicates currently active selection; clicking on the other option enables **Save Button**
Save Button	saves new selection and updates **Communications Job Distributor** 354 status indicators accordingly

5.5.11.5.4 Communications Wizard Index

Communications Wizard Index displays emailed Reports and Memos that have been distributed, or are pending distribution, via the Communications Wizard. It makes it easy to view the status of important email communications with Students and their Support Circles (parents/guardians/guidance) as well as the documents themselves (PDFs).

Features

- Displays status of all Reports/Memos for all Sections or any individual Section when accessed from the Main Menu (**My Comm Wizard Index** 202)

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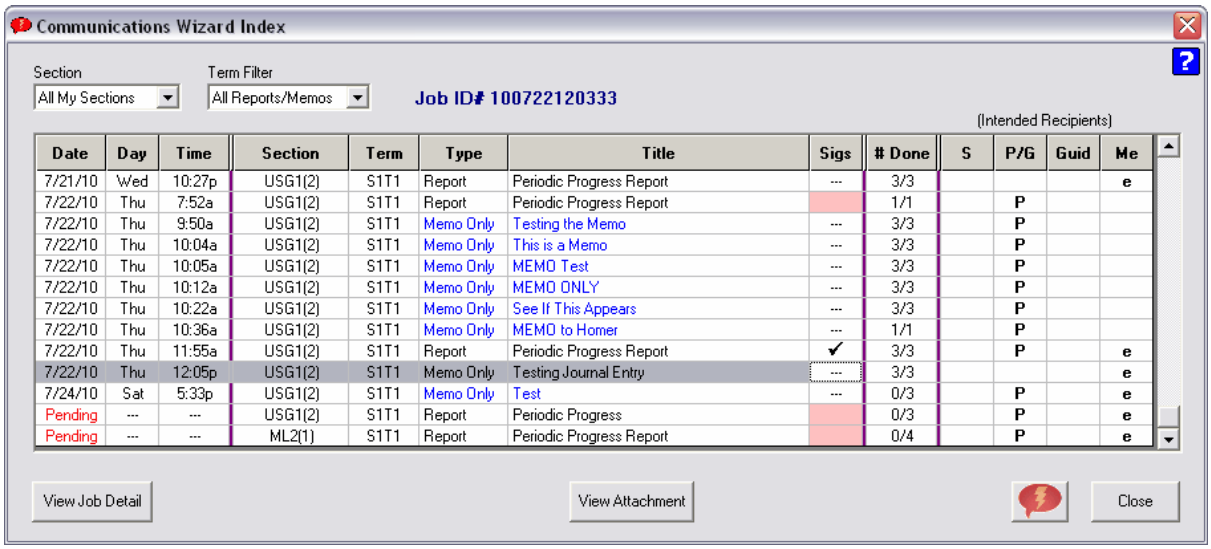
- Displays only Reports/Memos for the viewed Section when accessed from a Section Dashboard
- Jobs may be deleted from the Index when viewed from a Section Dashboard
- Reports, Memos and attachments of completed Jobs are accessible from the Index

Screenshot

The following form is displayed (via Sample Teacher, which allows **Me** as the only email recipient; data created to show most icons and legends):


Communications Wizard Index
Section
All My Sections
Term Filter
All Reports/Memos
Job ID# 100722120333
(Intended Recipients)
Date Day Time Section Term Type Title Sigs # Done S P/G Guid Me
7/21/10 Wed 10:27p USG1(2) S1T1 Report Periodic Progress Report --- 3/3 e
7/22/10 Thu 7:52a USG1(2) S1T1 Report Periodic Progress Report 1/1 P
7/22/10 Thu 9:50a USG1(2) S1T1 Memo Only Testing the Memo --- 3/3 P
7/22/10 Thu 10:04a USG1(2) S1T1 Memo Only This is a Memo --- 3/3 P
7/22/10 Thu 10:05a USG1(2) S1T1 Memo Only MEMO Test --- 3/3 P
7/22/10 Thu 10:12a USG1(2) S1T1 Memo Only MEMO ONLY --- 3/3 P
7/22/10 Thu 10:22a USG1(2) S1T1 Memo Only See If This Appears --- 3/3 P
7/22/10 Thu 10:36a USG1(2) S1T1 Memo Only MEMO to Homer --- 1/1 P
7/22/10 Thu 11:55a USG1(2) S1T1 Report Periodic Progress Report ✓ 3/3 P e
7/22/10 Thu 12:05p USG1(2) S1T1 Memo Only Testing Journal Entry --- 3/3 e
7/24/10 Sat 5:33p USG1(2) S1T1 Memo Only Test --- 0/3 P e
Pending --- --- USG1(2) S1T1 Report Periodic Progress 0/3 P e
Pending --- --- ML2(1) S1T1 Report Periodic Progress Report 0/4 P e
View Job Detail
View Attachment
Close

Data Grid

Column	Data Description
	(double-clicking any column of any row opens **Communications Wizard Job Detail**; equivalent to clicking **View Job Detail Button**)
Date	date that all emails of the Job were finally completed; if not yet completed, **Pending** is displayed
Day	day of the week that all emails of the Job were finally completed; if not yet completed, --- is displayed
Time	time of day that all emails of the Job were finally completed; if not yet completed, --- is displayed
Section	the class section in which this Job (Report/Memo) was created
Term	the Term Stamp for the Job; depends on the **Section Dashboard** semester/term viewed when the Job was created, as well as the setting of **S/T/Y Stamp** in the **Communications Wizard**
Type	identifies the Job as either a **Report** (cover email with individual student data attached) or **Memo Only** (an email communication without any student data); if **Memo Only**, the **Type**,

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	Title and **Memo** columns are highlighted in blue text
Title	the title of the Job (Report/Memo) as set in the **Communications Wizard**; if **Memo Only**, it is automatically generated from the email subject line; on very rare occasions, [ERROR] can precede the Title text, indicating failure to send one or more student emails due to a missing file (in such a case, the Job is considered complete, but the student Report causing the error must be recreated and resent as a new Job — double-click the line to see more details)
Memo	✉ or ✉ indicate presence of text in the body of the cover email or **Memo**; if no icon, no message is present
#/Tot	the number of emails sent to date, out of the total to be sent (**Tot** is set by the number of **Included Students** in the **Communications Wizard** that created the Job
S	✓ indicates Job distributed to student's email address, as present in **Student Info** when the Job was created
P/G	✓ indicates Job distributed to parent/guardian's email address(es), as present in **Student Info** when the Job was created
GD	✓ indicates Job distributed to guidance counselor's email address, as present in **Student Info** when the Job was created
Me	✓ indicates Job distributed to Current User's email address, as present in **Student Info** when the Job was created

Controls

Control	Function
Section	drop-down selector allowing display of Jobs for all Sections at once, or for individual Sections only
Term Filter	drop-down selector allowing filtering and display of Jobs with all Term Stamps, or just individual ones
Job ID#	displays the **Job ID#** of a selected Report/Memo as soon as a row is highlighted
View Job Detail Button	clicking opens the **Communications Wizard Job Detail** form for a highlighted row of the grid; equivalent to double-clicking the row
View Attachment Button	appears if a **Memo Only** Job with an attached file is selected; opens the attachment with its associated application program
Delete Job Button	after confirmation, deletes the highlighted Job from the index; any existing documents created for the Job remain intact; **Delete Job** is only available when accessed from a **Section Dashboard** 233
Report Button	creates printable report/PDF from info on this form; report includes **Memo** text if it exists

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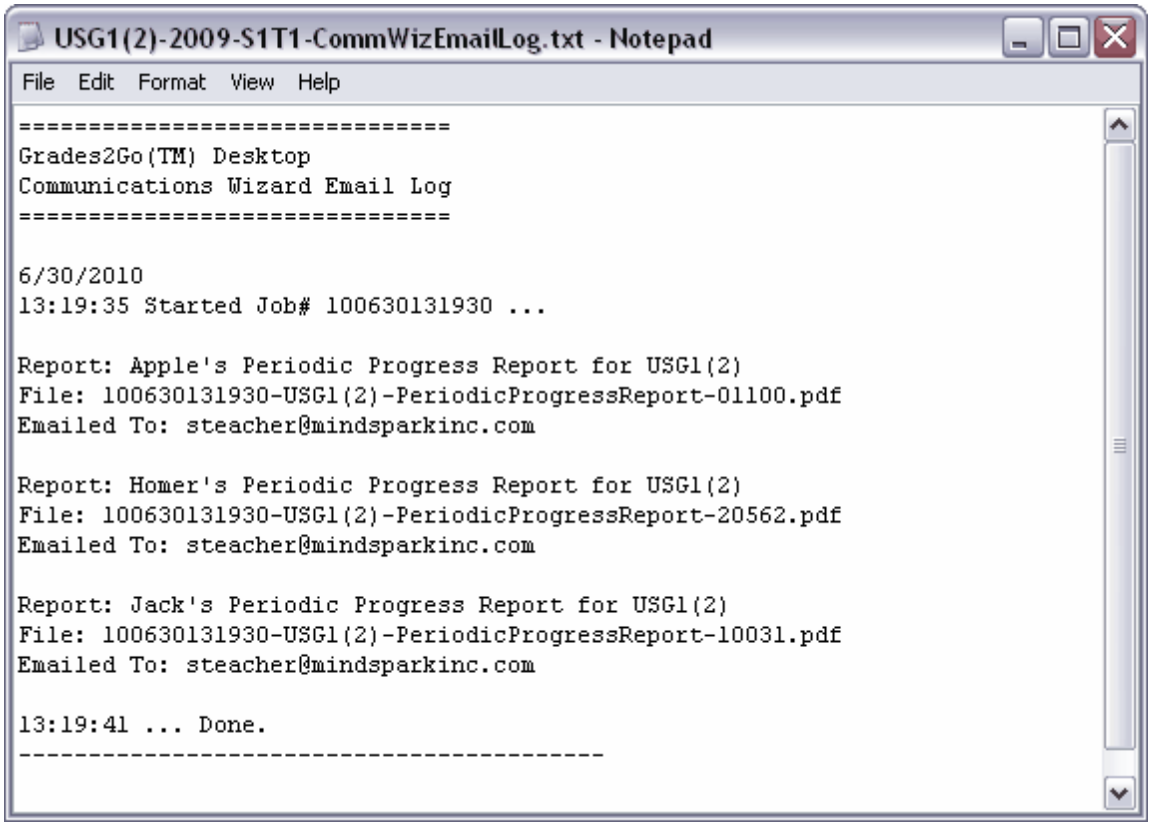
5.5.11.5.5 Communications Wizard Email Log

Communications Wizard Email Log is a sequential log of all Section communications generated (or attempted) by the **Communications Wizard** 335 in the viewed term. The **Log File** is saved in a simple text file (.**txt**) and opens in a reader like Microsoft Notepad or Wordpad. A separate **Log File** is created for each term of each Section, and each Communications Wizard session appends entries to the file of the appropriate term.

Screenshot



5.6 Report Handler

Report Handler is the standard container form for displaying working Reports, used by the many Report Buttons found throughout Grades2Go™.

Features

- any displayed contents can be printed, saved as a PDF document, or attached to an email as a

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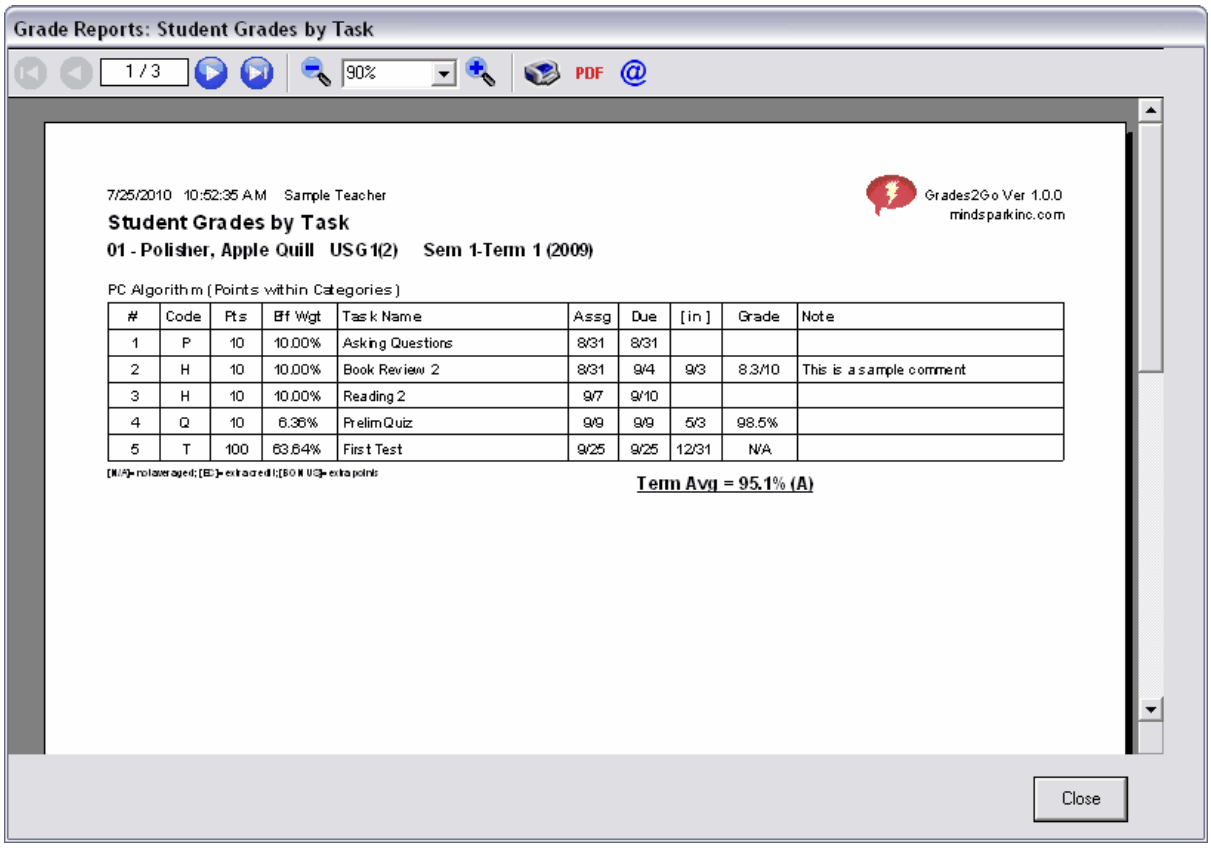
PDF

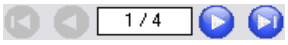
- browser-like environment allows quick review of all pages in adjustable magnifications

Screenshot

(shown containing a typical Report)


Grade Reports: Student Grades by Task
1 / 3
90%
PDF
@
7/25/2010 10:52:35 AM Sample Teacher
Grades2Go Ver 1.0.0
mindsparkinc.com
Student Grades by Task
01 - Polisher, Apple Quill USG1(2) Sem 1-Term 1 (2009)
PC Algorithm (Points within Categories)
Code Pts Eff Wgt Task Name Assg Due [in] Grade Note
1 P 10 10.00% Asking Questions 8/31 8/31
2 H 10 10.00% Book Review 2 8/31 9/4 9/3 8.3/10 This is a sample comment
3 H 10 10.00% Reading 2 9/7 9/10
4 Q 10 6.36% PrelimQuiz 9/9 9/9 5/3 98.5%
5 T 100 63.64% First Test 9/25 9/25 12/31 N/A
Term Avg = 95.1% (A)
Close

Controls

Control	Function
	**Page Control:** (l to r) first page, previous page, # / total, next page, last page
	Zoom Control: (l to r) zoom out, dropdown % (with fit height, fit width, fit page), zoom in
	Print Button: initiates printout via Windows print dialog box
	PDF Button: initiates saving of document as a PDF file
	Email Button: initiates the Email Communication Handler 363 with a PDF of the document already attached

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Close Button	closes window

5.6.1 Email Communication Handler

Email Communication Handler makes it easy to send single emails from within Grades2Go™. It is especially useful for immediate emailing of working Reports created via Report Buttons found throughout the application.

Want to send an email to a Student or his/her Support Circle?

As defined by Mindspark Inc, a student's Support Circle is the group of individuals most concerned with his/her academic progress. In Grades2Go™, it includes the student, parents/guardians, the guidance counselor, and the teacher. To send them an email, do so from the **Student Info Tab** 327! This has the added benefit of logging the communication to the **Student Journal** and/or **Student EP Journal**.

Features

- your email address automatically appears on the **From** line
- multiple addresses are supported on the **Cc** line (separate by commas)
- a **Self** checkbox is provided and sent as a **Bcc**, as additional assurance that an email was successfully transmitted and received
- a single attachment is supported, already set up by the Report Handler
- attachment can be viewed, changed to another document, or cleared before sending

Screenshot

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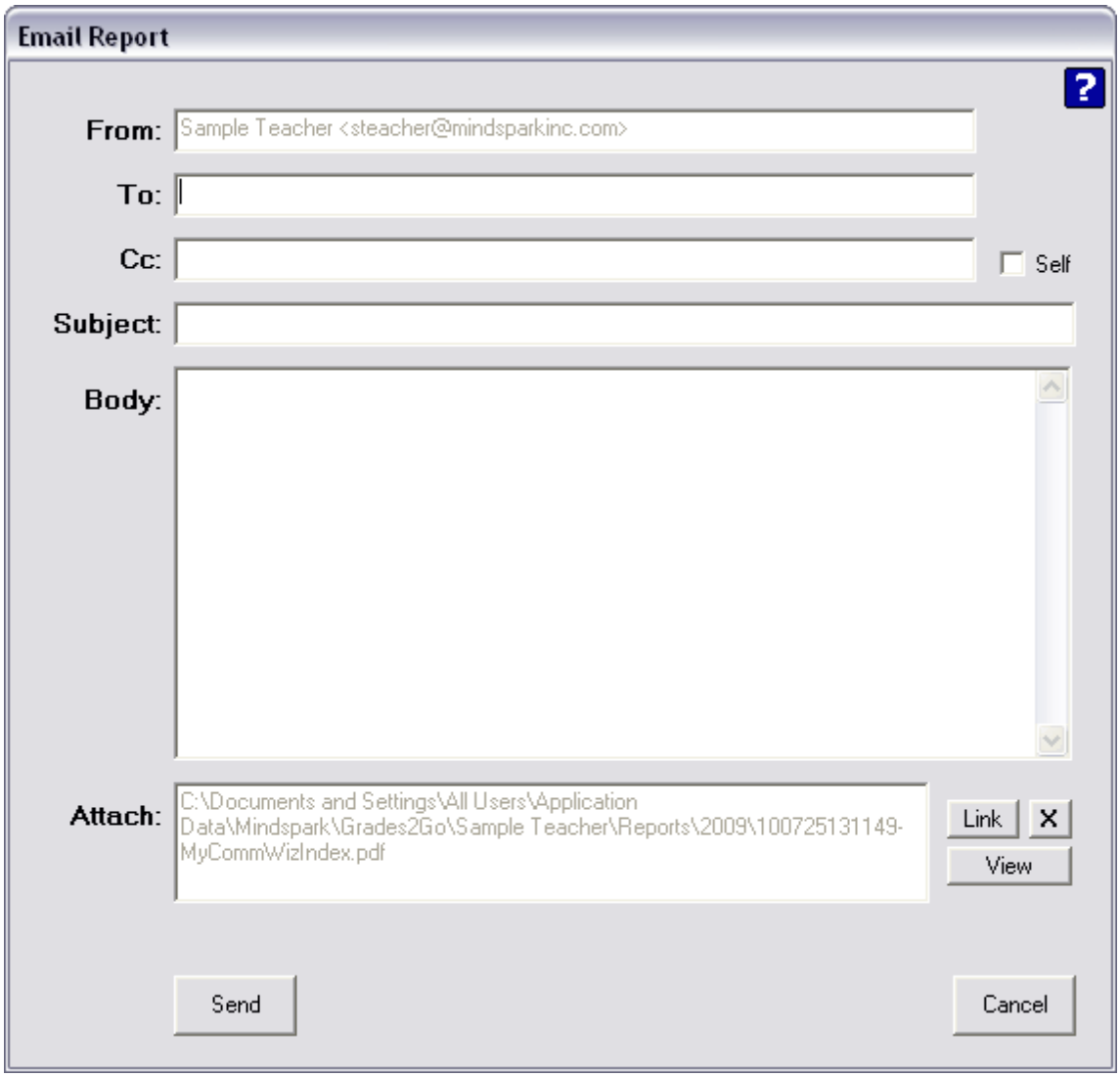

Controls

Control	Function
From Line	the Current User's email address (automatically entered from **Teacher Profile** 156)
To Line	desired email addess(es); if more than one, separate by commas
Cc Line	desired **Cc** recipient(s); if more than one, separate by commas
Self Checkbox	checking sends a copy of the email to the User as a **Bcc**
Subject Line	subject text (required)
Body	message body text (not required, but prompted if missing)
Attach Window	full pathname of an optional attached file; automatically set by Report

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	Handler
Link Button	opens a folder/file selector dialog window to locate an existing document and place its pathname in the **Attach Window**
X Button	after confirmation, clears the contents of the **Attach Window** (removes the link)
View Button	clicking displays the linked document in a separate window, using an appropriate application program
Send	sends the email as configured on the form

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Adding an Android Mobile Device

6 Adding an Android Mobile Device

By adding an Android mobile device to Grades2Go™, you make your Desktop data accessible 24/7, in your pocket or purse. Data is synchronized between Grades2Go™ Desktop and your smartphone or tablet is via USB, making an internet connection unnecessary.

Before starting this procedure, the **Mobile Sync Status** panel on the **Status Bar** 82 appears as

. After the procedure is successfully completed, the Status Bar appears as

. The device can then be disabled/enabled at any time by clicking on

or through **Setup > Mobile Device > Enable/Disable** 370.

Adding a mobile device to Grades2Go™ involves five steps, as covered in the next topics. They should be performed in sequence:

- ❑ **Step 1:** Install Grades2Go™ Android Sync 370
- ❑ **Step 2:** Select and Enable a Supported Mobile Platform 370
  After this step, the **Mobile Sync Status** panel on the **Status Bar** appears as

  until a **Mobile Activation Code** is purchased and entered into Grades2Go™ Desktop.
- ❑ **Step 3**: Install Grades2Go™ Mobile for Android 376
- ❑ **Step 4:** Perform an Initial Synchronization 376

  In this step, Grades2Go™ Desktop data will be downloaded to your Android device. It will be available for viewing and editing. However, you will not be able to upload any edited data from the mobile device to the desktop until you purchase a **Mobile Activation Code**, which is necessary for bidirectional synchronization of user data (but not sandbox data, which can be fully synchronized even without a **Code**).
- ❑ **Step 5:** Purchase and Enter a Mobile Activation Code 380

  This step removes all limitations and enables full, two-way data synchronization.

After this procedure is successfully completed, **Sync Status** S will be green. If red S, an alert condition is detected, and clicking on S opens the Sync Alert Summary 381 with further instructions.

Occasionally, you may want to completely overwrite all your Grades2Go™ Mobile for Android data with current Desktop data. This can be done for all Sections and Terms at once via **Setup > Mobile Device > Set/Clear Master Rebuild** 171. Or, it can be done for an individual Section/Term via **File > Rebuild Mobile Device** 234 from the menu line on any Section Dashboard. **Be careful to note** that any edits performed on your Android device since the previous synchronization will be lost in **Master Rebuild**!

Finally, there may be times when you want to download Grades2Go™ Desktop data from a previous year into your mobile device. This is easily done by selecting the Set independently option in **Setup > Mobile Device > Sync Year** 162 and then performing a synchronization. This extra data will not affect

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existing school year data, though it will take up significantly extra memory space on your mobile device. Make sure you return the option to **Set to Grades2Go** after data is downloaded.

Help Mode

Don't forget that you can use the **Help Mode** button to learn more about the forms and controls you encounter during Mobile installation. If blue, a displayed form is in normal operation. If red, it is in **Help Mode** 231 until this button is clicked again — or the form is exited. During **Help Mode**, you can click on a form or control for context-sensitive Help via the User Manual.

6.1 Step 1: Install Grades2Go™ Android Sync

Grades2Go™ Android Sync is a synchronization ***conduit*** that moves data back and forth between Grades2Go™ Desktop and your Android smartphone or tablet. It must be installed on your Windows desktop computer for data synchronization to occur. The download is free, but unlimited bidirectional synchronization of user data requires a valid **Mobile Activation Code**. For user data, only desktop-to-mobile data downloads are possible without a **Code**. However, synchronizations of sandbox data (**Sample Teacher**) are always bidirectional and unlimited, even without a **Code**.

Install Grades2Go™ Android Sync as follows:

- ❑ Close Grades2Go™ Desktop if it is open. As is usual for installation of any software program, it is a good idea to close other running programs as well.
- ❑ Go to Mindspark's **Online Store** and click on **Download** for Grades2Go™ Android Sync. Save the downloaded file to your computer.
- ❑ After the download is complete, **Open** the file (or find it in the download folder and double-click). Installation of Grades2Go™ Android Sync will begin. Follow any prompts issued during the process.

After installation is complete, an icon for Grades2Go™ Sync will be present on your desktop. The program will also appear on your computer's **All Programs** list, under the **Mindspark Grades2Go™** group. Should you ever need to uninstall it, select **Uninstall Grades2Go™ Android Sync**.

When you receive notice of a software update via email or **Check for Updates** 230, follow this procedure again to install the newest version. There will be no need to uninstall the previous version.

If Grades2Go™ Android Sync is not properly installed on your desktop, it will be flagged in **Synchronization Alerts** 381.

6.2 Step 2: Select and Enable a Supported Mobile Platform

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In order to use a mobile device with Grades2Go™, it must be selected and enabled according to the following procedure.

❑ Click on **Setup > Mobile Device > Enable/Disable**, bringing up the **Mobile Device Setup** 159 screen.

❑ Click on the **Edit** button and then check the **Enable (synchronize)** box. Mobile Device selection controls will appear.

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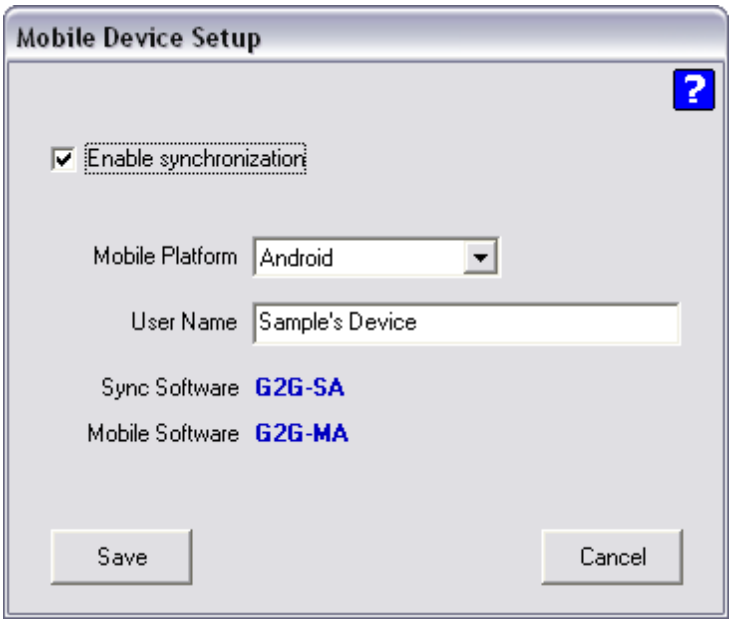

- If not already selected, click on the **Mobile Platform** drop-down selector and select **Android**. For **User Name**, enter any name that you want to assign to your Android device. You will need to use this name again when you place an order for a Mobile Activation Code.
- After a selection is made, **Sync Software** and **Mobile Software** display the product numbers for Grades2Go™ Android Sync and Grades2Go™ Mobile for Android..
- When done, click on the **Save** button. Grades2Go™ Desktop will restart and display the **Mobile Sync Year** 162 screen.

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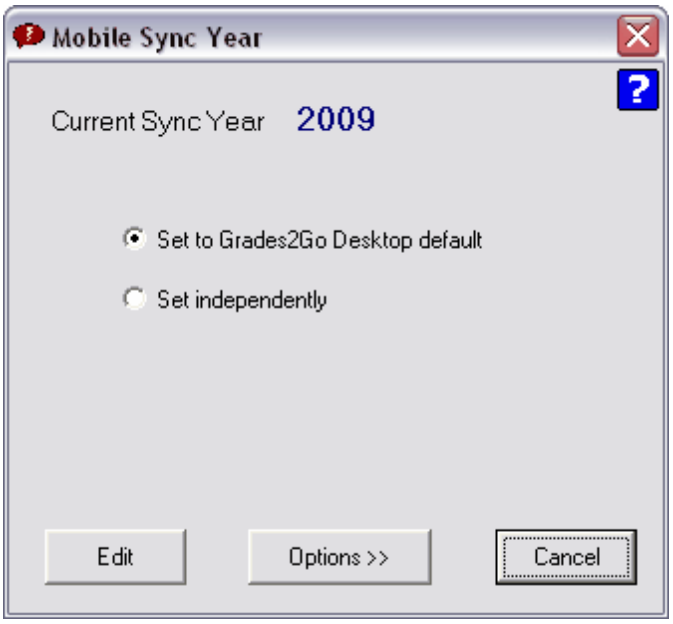

❑ Leave the selection as shown (**Sync Year** the same as the Grades2Go™ Desktop **Default Year/ Term**), and click on the **Options >>** button, bringing up the Mobile Sync Term Options 164 screen. Note that the other option (**Set independently**) is generally used only when previous years' data is to be downloaded to the Mobile device.

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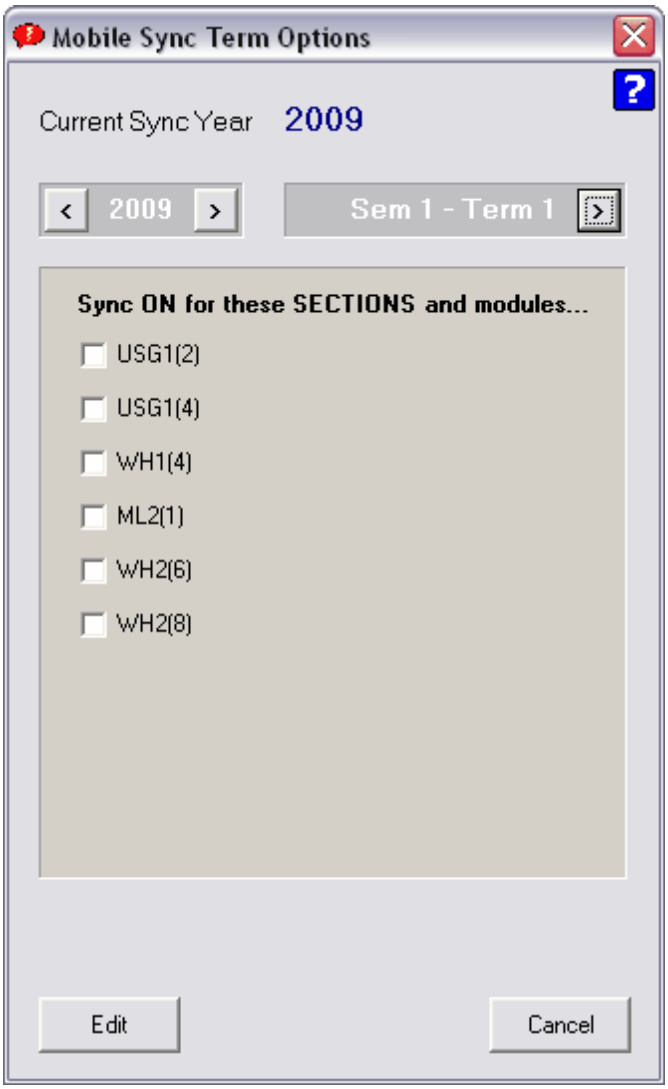

❑ This screen shows a checkbox for each of the Sections you teach in the Current Sync Year and indicated Term. Initially, no checkboxes are selected. At this point, click on the **Edit** button and then on the checkboxes of the Sections you want to enable for syncing with Grades2Go™ Desktop (usually all):

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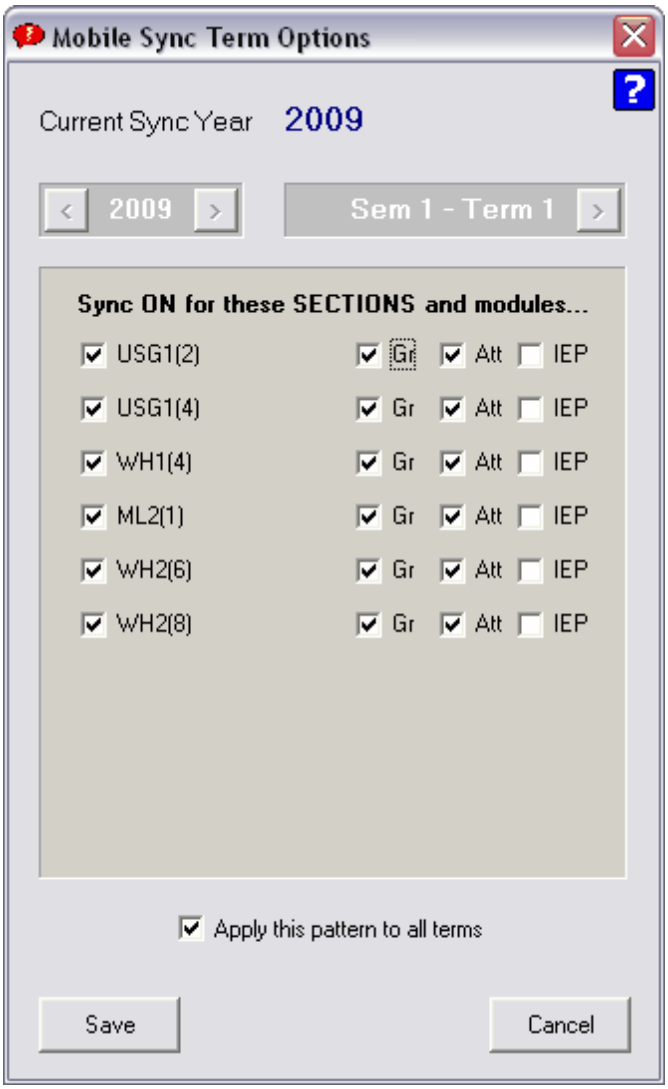

- Checking (enabling) a Section adds **Gr** (Gradebook), **Att** (Attendance), and **IEP** (Individual Education Plan) option checkboxes to that Section. Checking any of these enables the selected data type to be downloaded and synchronized with your mobile device. If not checked, that data will not be included. Check the boxes you want included in each synchronization.
- The boxes checked in the previous step apply only to the displayed Semester/Term. However, checking the **Apply this pattern to all terms** box at the very bottom will apply the displayed selections to each of the four Terms of the selected Sync Year. Check this box now.
- Click on **Save** to finish this procedure and make your selections permanent. Grades2Go™ Desktop will restart.

The **Mobile Sync Status** panel on the **Status Bar** now appears as

, reminding you that a **Mobile Activation Code** needs to be purchased and entered in order for unrestricted

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synchronization to occur. Clicking on CODE! gives Code purchase details and takes you to the Mindspark Online Store. Clicking on S opens Sync Alert Summary 381 showing what steps need to be taken before mobile synchronization can be performed.

Help Mode

Don't forget that you can use the **Help Mode** button to learn more about the forms and controls you encounter during Mobile installation. If blue, a displayed form is in normal operation. If red, it is in **Help Mode** 23 until this button is clicked again — or the form is exited. During **Help Mode**, you can click on a form or control for context-sensitive Help via the User Manual.

6.3 Step 3: Install Grades2Go™ Mobile for Android

Grades2Go™ Mobile for Android is the app that runs on your Android device and displays your Grades2Go™ Desktop data. It can also display fictitious ***sandbox*** data for evaluation and experimentation purposes. The free app is available from a number of Android app marketplaces. Go to Mindspark's **Online Store** for further details and marketplace download links.

6.4 Step 4: Perform a Synchronization

After completing Steps 1-3, you are ready to perform your first synchronization. Follow this procedure:

- ❑ Connect your Android device to the desktop computer with a micro-USB to USB cable. Turn your Android device on. If windows pop up on the desktop asking what you want to do with the newly detected USB device, just close them with no further action. Your Android device now should show some kind of indication that has entered synchronization mode (see the manual for your device).
- ❑ If Grades2Go™ Desktop is open, close it. If you forget to do this, you will be prompted to close it when you start synchronization, and synchronization will not continue until you do.
- ❑ Double-click on the Grades2Go Android Sync™ icon on your Windows desktop in order to start the synchronization program. The following window will appear:

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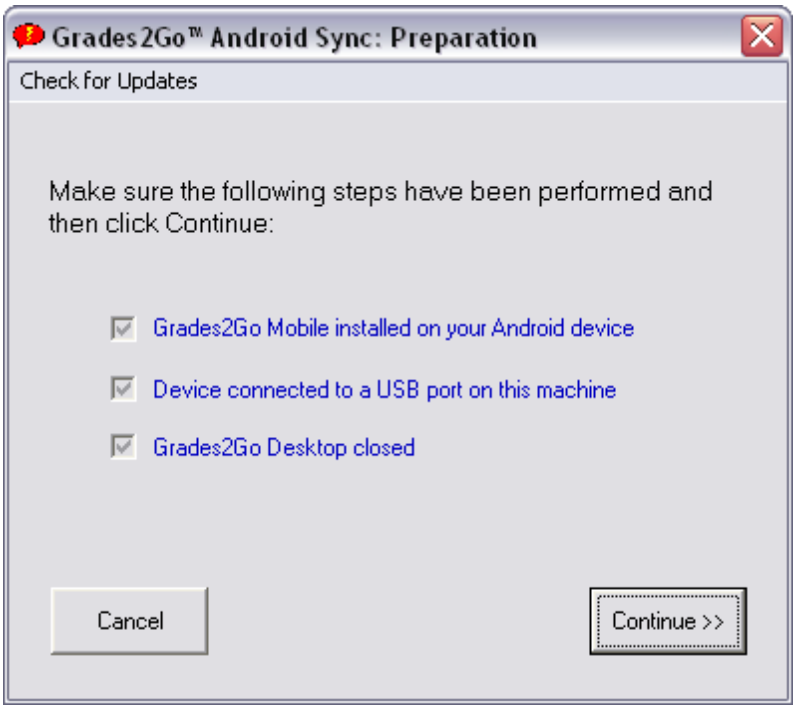
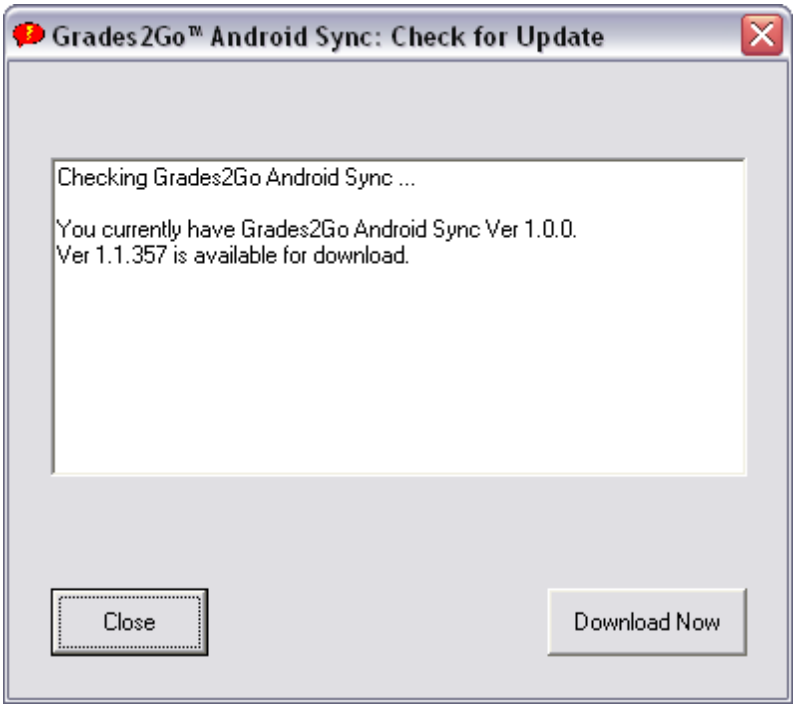

Grades2Go™ Android Sync: Preparation
Check for Updates
Make sure the following steps have been performed and then click Continue:
Grades2Go Mobile installed on your Android device
Device connected to a USB port on this machine
Grades2Go Desktop closed
Cancel
Continue >>

❑ (Optional) At this point, it's easy to check whether a newer version of Grades2Go™ Android Sync exists, and if it does, to download it. Click on **Check for Updates**:


Grades2Go™ Android Sync: Check for Update
Checking Grades2Go Android Sync ...
You currently have Grades2Go Android Sync Ver 1.0.0.
Ver 1.1.357 is available for download.
Close
Download Now

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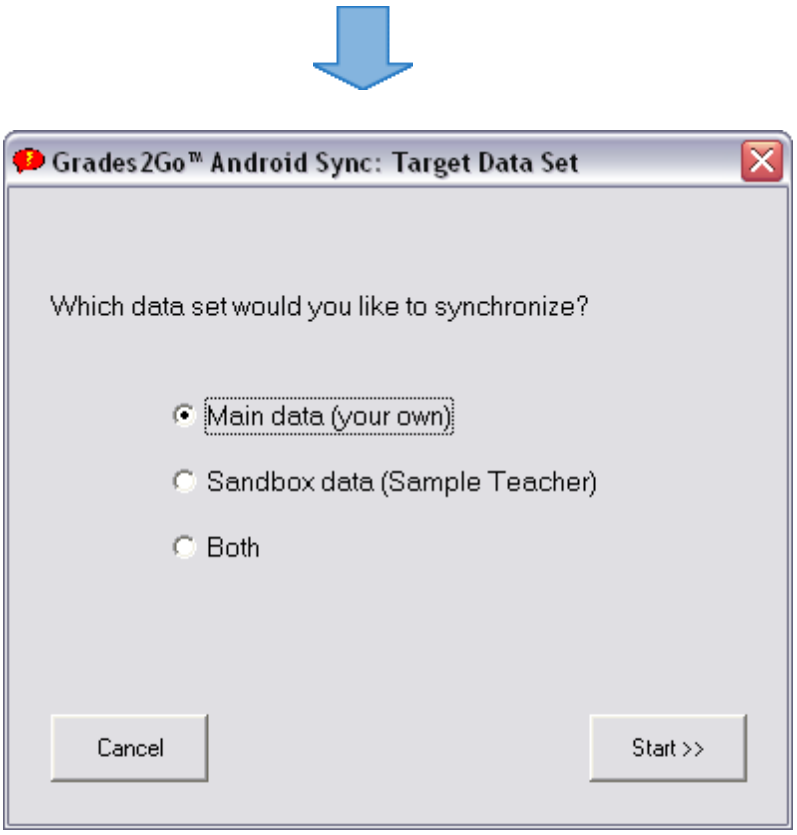
It displays the current version being used as well as the latest version, if one is available for download. If a later version is available, **Download Now** is visible. Clicking it closes Grades2Go™ Android Sync and downloads the update. After saving the file, open it (or double-click it) to begin installation. **Note**: Version 1.1.357 is fictitious.

❑ On **Grades2Go Android Sync: Preparation** (the program startup window above), click on **Continue >>**:



You are given a choice of synchronizing only your main data (your user account), only sandbox data (Sample Teacher), or both.

❑ Click on Start >>. The folllowing window appears and synchronization begins:

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Grades2Go™ Android Sync: Progress
Searching USB ports for connected Android device ...
Android device not connected. Connect to a USB port and try again.
OK

In this example, a device is not connected and the synchronization can't continue. Normally, information is given about the connected device and drive letter, and synchronization proceeds complete with status messages, until synchronization is complete

- During the first synchronization, you will be prompted to enter a Mobile User Name for the connected Android device. If you have already assigned a name in **Setup > Mobile Device > Enable/Disable** 159, enter the same one when prompted; otherwise, choose a convenient name for your device and enter that. You will then be asked to associate this name with a Grades2Go™ Desktop user name, from a list. Select your name.

The Mobile User Name is very important!

In order for synchronization of your data to occur, your chosen Mobile User Name must be the same as the entry in **Setup > Mobile Device > Enable/Disable** 159. The same name must also be used when purchasing a Mobile Activation Code (next topic).

The first synchronization will be quite lengthy because many files have to be created from Grades2Go™ Desktop data and downloaded to your Android device. After that, the process will be much shorter because only changed data will be downloaded/uploaded. After synchronization is complete, your data should appear in the Grades2Go™ Mobile for Android app on your mobile device.

Without a Mobile Activation Code (or with an expired/invalid Code), only changes to sandbox data (Sample Teacher) can be uploaded from your mobile device. You can, however, perform downloads via **Set Master Rebuild** 171. Note that **Master Rebuild** will overwrite mobile device data (even if not yet uploaded) with Desktop data, so only use **Set Master Rebuild** 171 when absolutely necessary. In order to upload data edited on the mobile device, you need to purchase a Mobile Activation Code.

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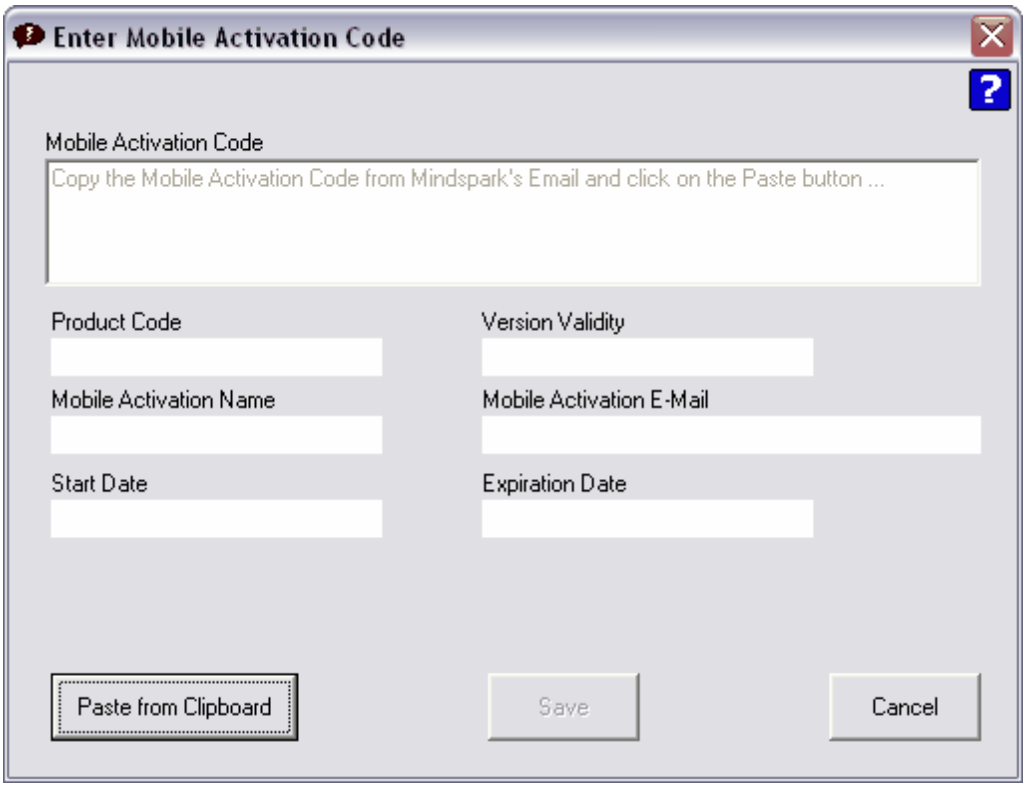
6.5 Step 5: Purchase and Enter a Mobile Activation Code

In order to use Grades2Go™ Desktop with a mobile device and reap the benefits of full, two-way data synchronization, you need to purchase a **Mobile Activation Code**. Without a Code, or with an expired/ invalid one, **only downloads** are possible.

- ❑ On Grades2Go™ Desktop, click on the CODE! button on the **Mobile Sync Status** panel, or revisit **Setup > Mobile Device > Enable/Disable** 159. Note your **Mobile User Name**, which will be needed during purchase at the Online Store.
- ❑ Go to Mindspark's **Online Store** and purchase an Activation Code for **Grades2Go™ Mobile for Android** (Product G2G-MA), for the desired subscription term. During the purchase process, you will need to supply your **Mobile User Name** and an associated email address.
- ❑ After purchase of your **Mobile Activation Code** (allow 1-2 days), you will receive the actual Code in an email from Mindspark. Copy the entire Code (extremely long!) to the clipboard (right click > Copy).
- ❑ In Grades2Go™ Desktop, select **Setup > Mobile Device > Enter Mobile Activation Code**, bringing up the **Enter Mobile Activation Code screen** 168:



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- ❑ Click on the **Paste from Clipboard** button. Your **Mobile Activation Code** will appear in the top box.
- ❑ Verify that the rest of the information is correct Note that your **Mobile User Name** is shown here as **Mobile Activation Name**, and the email address you supplied at purchase is shown as **Mobile Activation E-Mail**.
- ❑ Click **Save**. Grades2Go™ Desktop will restart, and the **Mobile Sync Status** panel on the **Status Bar** should now appear as

, verifying "all systems go."

Congratulations — you are done with installation of your mobile device! Note that clicking on

now opens **Mobile Device Enable/Disable** 159, and clicking on **Sync Status**

opens **Mobile Sync Log** 95 to show synchronization history. If **Sync Status** shows

, clicking opens **Synchronization Alerts** 381 to help diagnose the source of alerts.

If a Mobile Activation Code has not been entered, or if it has expired or is invalid, it gets flagged in **Synchronization Alerts** 381.

6.6 Synchronization Alerts

Whenever **Sync Status** is

, it indicates that synchronization is **not** "all systems go" and cannot occur. Clicking

brings up **Android Sync Alerts**:

Screenshot

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Grades2Go™ Android Sync Alerts
The following alerts were generated regarding synchronization of your Android mobile device (checked items only). Except for the last item, problems must be corrected before two-way synchronization can occur. Click on the Help links for further details.
Grades2Go Android Sync (G2G-SA) not installed on Desktop
Help
Mobile Activation Code expired, invalid, or not yet purchased
Help
Last Android Sync not successful
Help
OK

Only applicable alerts are checked and fully visible. Visible alerts also have a visible **Help** link, which opens the User Manual to the appropriate section or displays further information. All but the final alert must be corrected before bidirectional synchronizations are possible.

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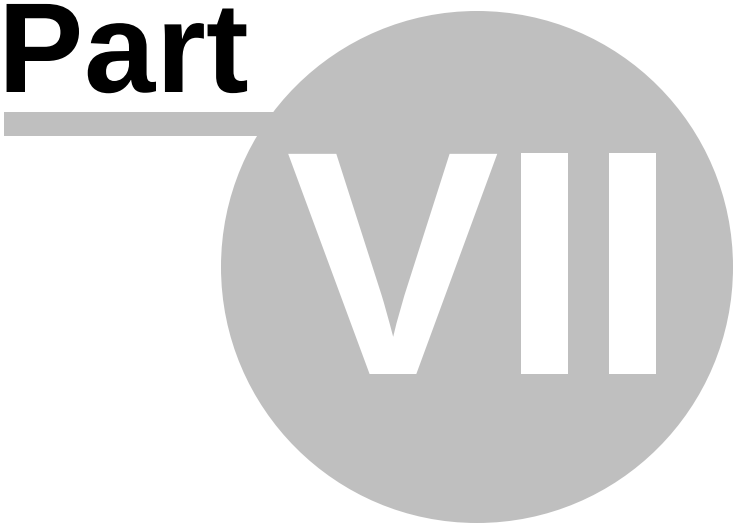
Application Notes



7 Application Notes

This section is reserved for topics of a more advanced technical nature. Visit Mindspark's website for the latest list of Application Notes.

7.1 AN-1: Sharing School Databases

When first setting up Grades2Go™ Desktop, or when preparing for a new school year, the most time consuming part of the process is inputting school-specific data. The **Year Setup Wizard** 177 makes the task straightforward and creates the necessary school databases for a given year, with as much data as the User wishes to enter to get things up and running.

Once created by the first User on a given computer, the school databases are all housed in a single folder labeled with the current school year. This folder is easily located and viewed by clicking on **Main Menu > Data Folders > School Folders > Current Year School Databases** 224. Similar folders are created to house the databases for new school years as long as Grades2Go™ continues to be used.

Required School Databases

At a minimum, the school database folder contains the following databases, where a school's Code substitutes for **ANY_SCHOOL** and the current school year substitutes for **2009**:

ANY_SCHOOL-Profile-2009.mdb

ANY_SCHOOL-Calendar-2009.mdb

ANY_SCHOOL-Grading-2009.mdb

ANY_SCHOOL-Courses-2009.mdb

ANY_SCHOOL-Students-2009.mdb

If Grades2Go™ Education Plan features are used, two additional databases appear in this folder (not part of **User Setup** or **Year Setup**):

ANY_SCHOOL-IEP-2009-Docs.mdb

ANY_SCHOOL-IEP-2009-Logs.mdb

In addition, a subfolder named **EPDocs** also appears if EP features are used; it houses individual Education Plan documents are housed. The contents of that subfolder are easily accessible via **Main Menu > Data Folders > School Folders > Current Year Ed Plan Documents** 225.

Multiple Grades2Go™ Users on one computer

The above school databases are automatically shared by all Grades2Go™ Users on a given computer. Once created for a given year by one User, they no longer have to be created by others (though some data, eg more Courses and Students, will have to be added if not completed by the first User).

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Multiple Grades2Go™ Users on more than one computer

If Grades2Go™ is installed on more than one computer (eg at home, by a number of teachers at the same school), the above databases can be shared with others once created by one of the Users (or by someone else, like the IT department for example). Sharing is accomplished by copying the newly created School databases and placing them into the corresponding folder of another User (replacing existing files if any). The easiest way to do this is by locating the completed files via **Main Menu > Data Folders > School Folders > Current Year School Database** 224 and then emailing them as attachments to other Users, who can then paste them into their own school database folder. Database files received from another User (or accessible via the network) can also be imported (**Databases Import, Copy or Create**) during the **Year Setup Wizard** 177.

The ideal way to distribute School database files is to host them on the school's server, and to set up Grades2Go™ to automatically download them to a User's computer. See **Hosting School Databases on a Server** 386 for details.

7.2 AN-2: Hosting School Databases on a Server

Once created, Grades2Go™ School database files 385 can be used by all Grades2Go™ Users at the same school (see **Sharing School Databases** 385). Though these files can be copied and shared between users via email, the network, etc, the ideal approach is to host them on the school's server.

FTP server setup

The School's FTP server must be set up with a folder structure as follows, using folder names exactly as shown. However, **(SchoolCode)** should be replaced by the School Code used in **School Profile** 100 (without parentheses), and **(YEAR)** should be replaced by the current school year (eg **2010** for the **2010-2011** school year, without parentheses). Not all these folders are used to store the main School databases, but setting up the entire structure at once will prepare the server to receive data uploads if those features are utilized (eg, grades, attendance, student database edits, student journal updates, EP progress log updates, etc). If necessary, the entire structure (Grades2Go folder) can be located in a subfolder (subdirectory) on the FTP server. If so, note the name of that subfolder because it will need to be entered in **School Profile** 100.

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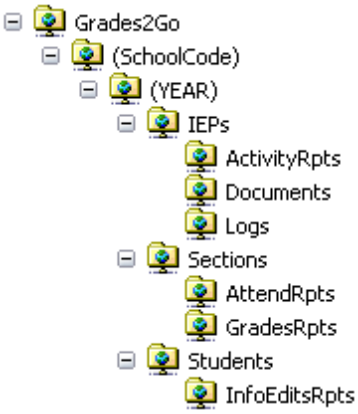


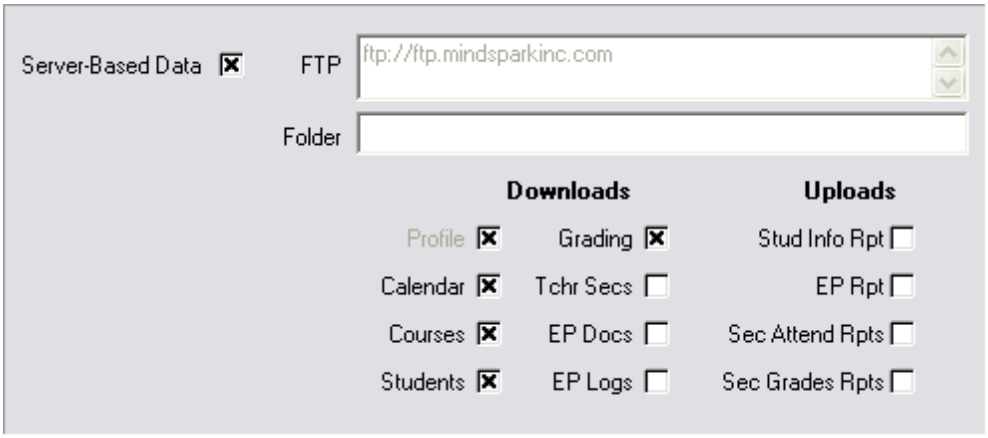
Creating School database files

Complete school database files can be created from any User's installed Grades2Go™ Desktop application. Alternately, the Access 2003 databases with their constituent tables could be created from scratch by an IT department, exporting data from existing administrative databases. This latter approach will not be covered here, but Mindspark Inc would be happy to provide interested IT professionals with necessary information for doing so.

To enter data into the various School databases, go to **Main Menu > Setup > School** 99 and open the appropriate forms.

Modifying the School Profile database

After creating the necessary files on a User desktop, open **School Profile** via **Main Menu > Setup > School > Profile** 100. Click on the **Edit Button** and then click on the **Server-Based Data Checkbox** if not already checked. This will make all server controls visible, as shown below:



Now enter the FTP URL of the school's server in the **FTP** text box. If the server's **Grades2Go** folder was installed in a subfolder, enter the name of that subfolder (or the path and subfolder) in the **Folder** text box. Otherwise, leave **Folder** blank.

The **Downloads** checkboxes make it possible to configure downloads according to which databases are

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made available on the server. **Profile** must always be available and is always downloaded, so it can't be unchecked. **Calendar**, **Courses**, **Students** and **Grading** should be configured according to which files will be made available on the server.

For now, **Tchr Secs**, **EP Docs** and **EP Logs** should be unchecked. Hosting of these databases on the server will be covered in a separate manual.

The **Uploads** checkboxes should also be unchecked. These control uploading of User-generated data to the server and the topic will be covered in a separate manual.

After modifying **School Profile**, click on the **Save Button**.

Posting files to the server

Now that all databases click on **Main Menu > Data Folders > School Folders > Current Year School Databases** 224. The database files of interest will be in the following format.

ANY_SCHOOL-Profile-2009.mdb

ANY_SCHOOL-Calendar-2009.mdb

ANY_SCHOOL-Grading-2009.mdb

ANY_SCHOOL-Courses-2009.mdb

ANY_SCHOOL-Students-2009.mdb

Those databases that were checked for hosting (**School Profile** 100) must now be copied to the **(YEAR)** subfolder of the **Grades2Go** folder on the school server (see the FTP folder structure graphic above).

User setup (existing Users only)

The server is now ready to supply up-to-date Grades2Go™ School databases to all Grades2Go™ Users upon request. But before that can happen, each existing User (set up before implementation of server hosting) must enable server communications on their copy of Grades2Go™ Desktop. Users added from this time on will have server communications set during the **Year Setup Wizard**.

As an existing User, you must first open your **Teacher Profile** by clicking on **Main Menu > Setup > Teacher > Profile** 156. Click on the **Edit Button** and enter your **Server User Name** and **PW** (password). Then click the **Save Button**.

Your existing School Profile database will be replaced by a the one on the server during the first download. However, in order for the first download to be possible, you must alter your existing **School Profile** server setting. Open **School Profile** via **Main Menu > Setup > School > Profile** 100 and click on the **Edit Button**. Place a check in the **Server-Based Data Checkbox**. This will make all server controls visible, as in the screenshot shown earlier in this section. Now enter **FTP** and **Folder** information, per IT department instructions. Ignore all other settings. Click on the **Save Button** to save the changes.

The **Connect** heading should now be visible on the **Main Menu**. Click on **Connect > Check/Download School Databases** 190 to initiate downloads from the server.

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Version and History

Part VII

8 Version and History

This manual contains all updates through the following software version:

Grades2Go™ Desktop G2G-DW
Software Version 1.1.XXX

A detailed version revision history can be accessed at http://mindsparkinc.com/g2g/manuals/desktop/G2G-DW/G2G-DW-History.html. We will strive to include descriptions of known bugs as soon as they are discovered as well as bug fixes planned for upcoming revisions.

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Support

Part

9 Support

For the latest description of support options, please visit http://www.mindsparkinc.com/support_options.html .

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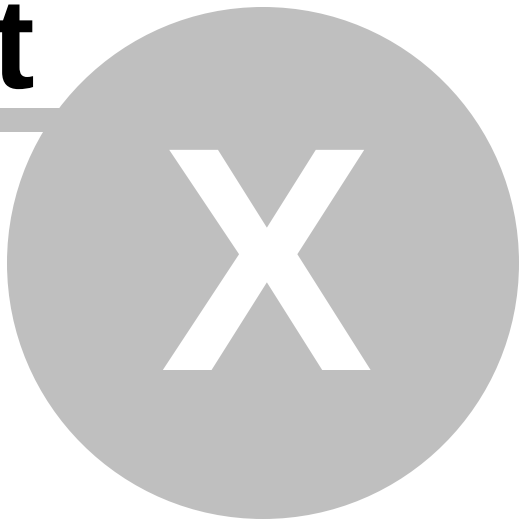
Specifications

Part



10 Specifications

Complete specifications can be found on Mindspark's website at mindsparkinc.com:

Grades2Go™ Desktop for Windows (G2G-DW)

Grades2Go™ Mobile for Android (G2G-MA)

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